

## Set up email on your iPhone or iPad

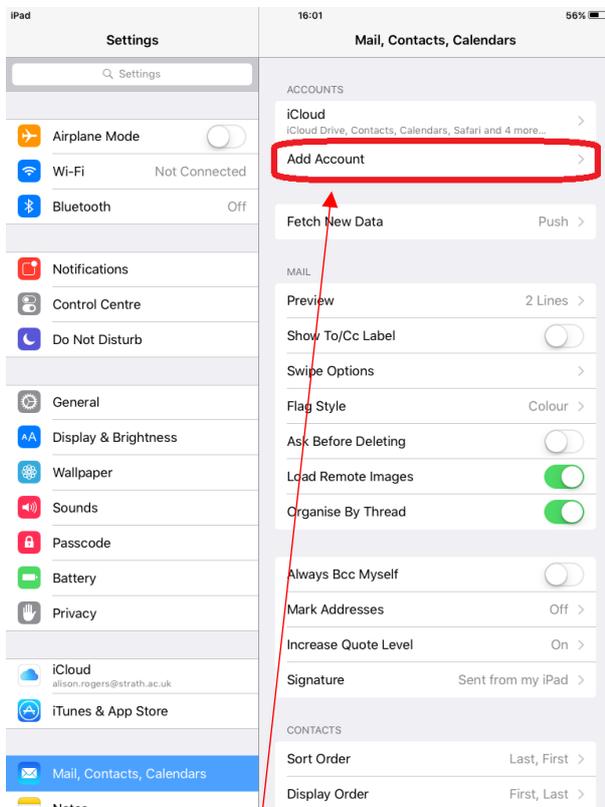
Your phone must be connected to the internet. Different versions of iOS may vary slightly but the layout will be the same.



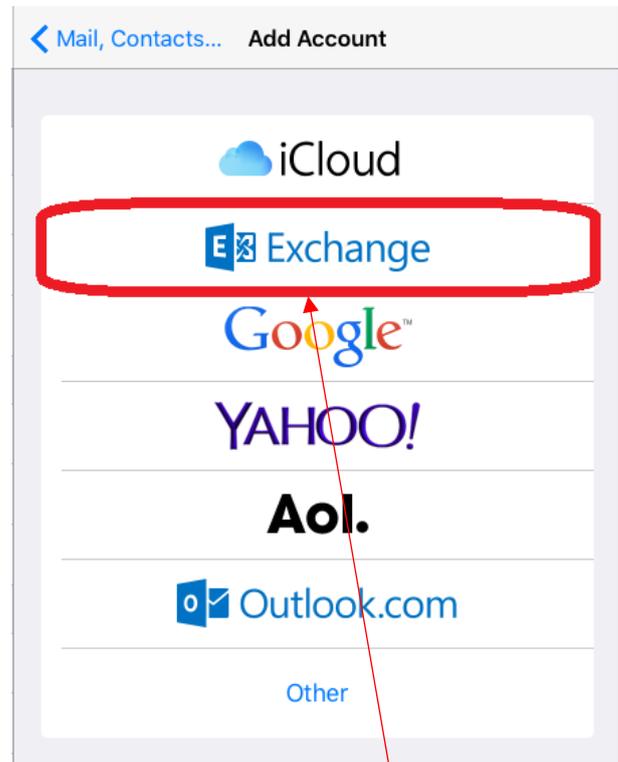
1. Select Settings.



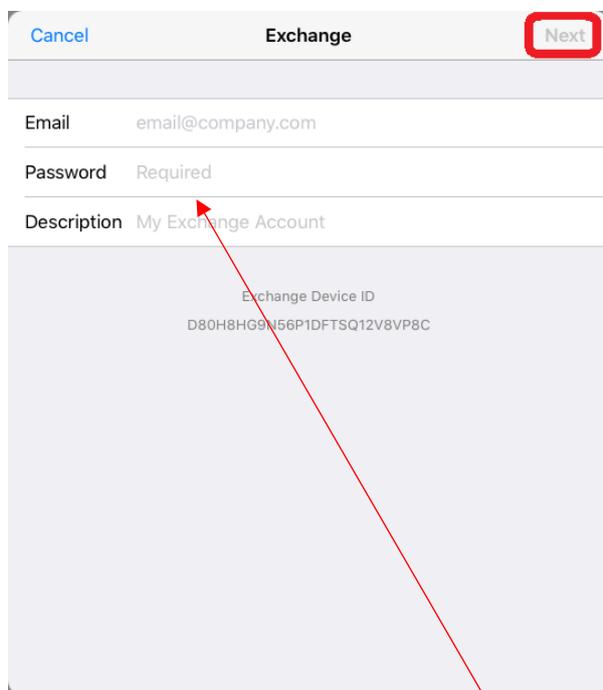
2. Select the Mail, Contacts, Calendars tab.



3. Select Add Account.



4. Select Exchange.



Cancel Exchange Next

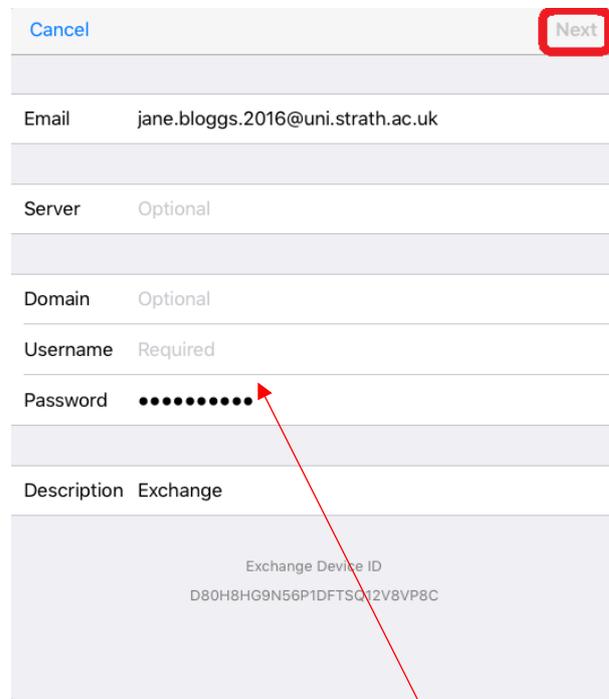
Email email@company.com

Password Required

Description My Exchange Account

Exchange Device ID  
D80H8HG9N56P1DFTSQ12V8VP8C

5. In the pop-up box that appears, enter your email address and password, then select Next.



Cancel Next

Email jane.bloggs.2016@uni.strath.ac.uk

Server Optional

Domain Optional

Username Required

Password ●●●●●●●●

Description Exchange

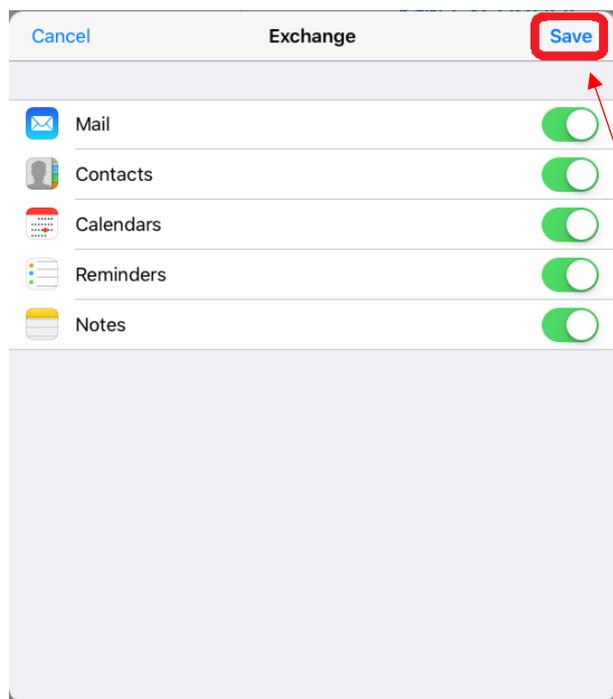
Exchange Device ID  
D80H8HG9N56P1DFTSQ12V8VP8C

6. If your email address has @uni in it, you will see this additional screen.

Where it says Server, enter outlook.office365.com.

Where it says Username, enter your email address.

Select Next.



7. Ensure that you have selected your preferred options and select Save.

Your email will now start to synchronise with your device. Please allow time for this to happen.

Was this information helpful?

#### CONTACT US

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