

Set Up Email on an iPhone or iPad

Question

I want to receive my emails and calendar reminders on my iPhone . How do I set up my email account on Apple mobile devices?

Answer

Student, faculty, and staff email accounts all sync to iPhones and iPads similarly through Microsoft Exchange. Once synced to your email account, your phone or tablet will automatically display your incoming emails in your Mail Inbox. You can then view or send messages from your account using your mobile device. For Android devices, see our [Set Up Email on an Android Mobile Device](#) Knowledgebase entry.

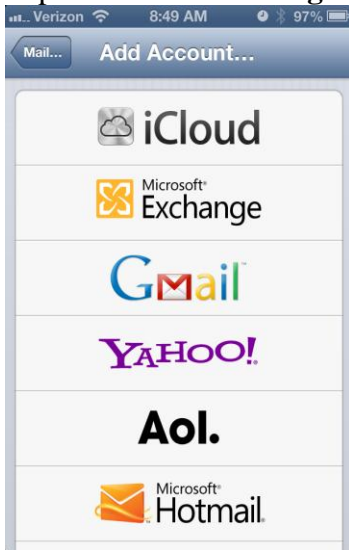
How-to

1. Tap **Settings** and then tap **Mail, Contacts, Calendars**.



2. Tap **Add Account**.

3. Tap **Microsoft Exchange**.

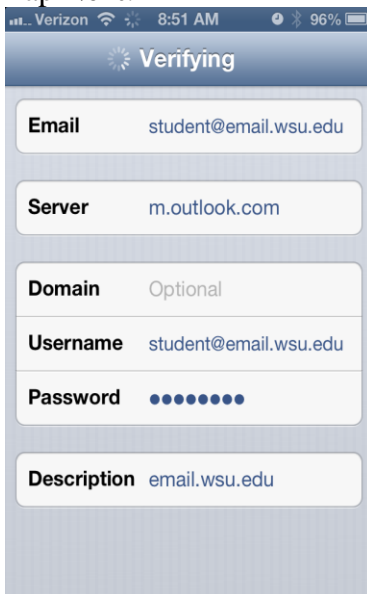


4. The **Exchange** screen will display. Enter the following information:

- **Email:** Enter your full email address.
- **Server:** Type **m.outlook.com**
- **Password:** Enter the password associated with your email account.
- **Username:** Enter your full email address again.

*NOTE: Leave the optional **Domain** field blank. If you want to give the account a name, type a name for your email account that you will remember in the **Description** field. (Example: WSU Email).*

5. Tap **Next**.



6. Your mobile device will attempt to sync your email account. The **Exchange** account options screen will appear. You can adjust your email account settings here, including if you'd like your phone to sync your **Mail, Contacts, Calendars, or Reminders**.



7. When you have finished setting your account options, tap **Save**.
8. Your email account is now synced to your mobile device. New emails will appear in your **Mail Inbox**.