

## Setting up Office 365 (Exchange) Email on an iPhone or iPad

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1. Tap **Settings** > **Mail, Contacts, Calendars** > **Add Account** > **Exchange**
2. Enter your **email address**, **NetID password** and **Description**.

Examples:

Faculty/Staff: aurora.borealis@msun.edu

Students: aurora.borealis@students.msun.edu

3. Tap **Next**.
4. Enter the following:

**Domain:** LEAVE BLANK

**Username:** **netid@msun.edu** (Ex: a99z111@msun.edu)

**Password:** NetID password

**Server** (Optional): outlook.office365.com

*If the Domain and Username are separate fields:*

**Domain:** leave blank!

**Username:** **netid@msun.edu** (Ex: a99z111@msun.edu)

5. Tap **Next**.
6. Select the items you'd like to sync
7. Tap **Save**.