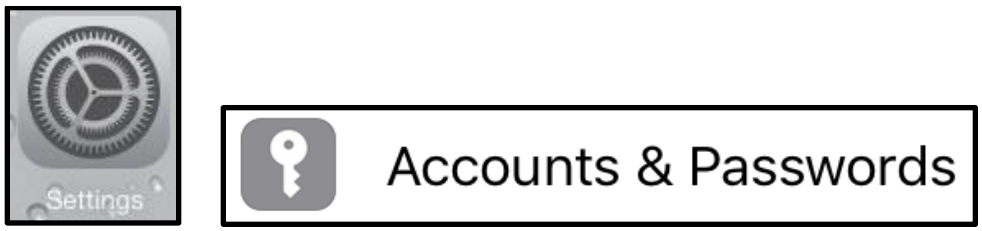
Setting up @live.bucks.edu Student Email on an iOS device

Follow this tutorial to setup your iPhone or iPad to automatically send and retrieve email from your @live.bucks.edu email address.

1. Click the **Settings** icon on your home screen. Click **Accounts & Passwords**.

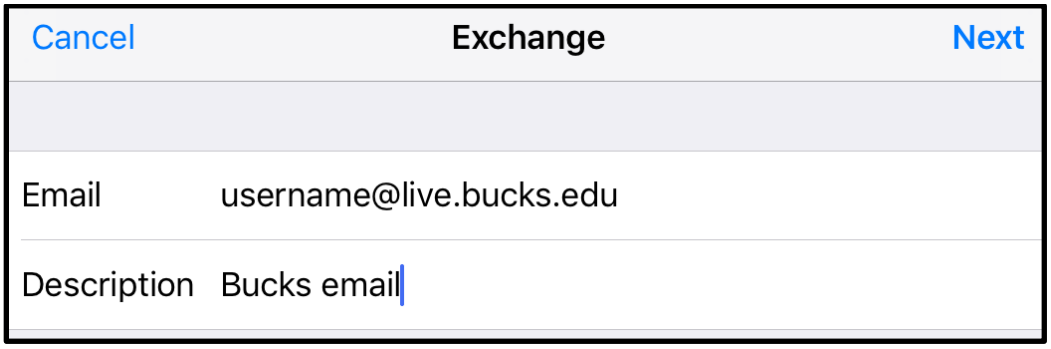


2. Click **Add Account**.

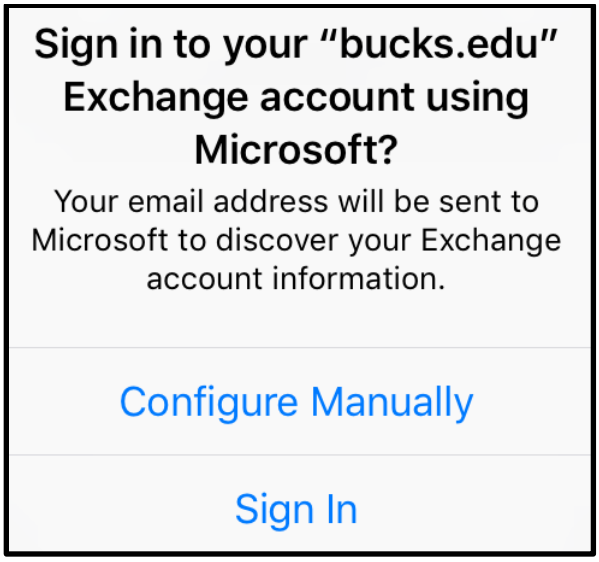
3. Click **Exchange**.

4. Enter the **Email** as <your username>@live.bucks.edu

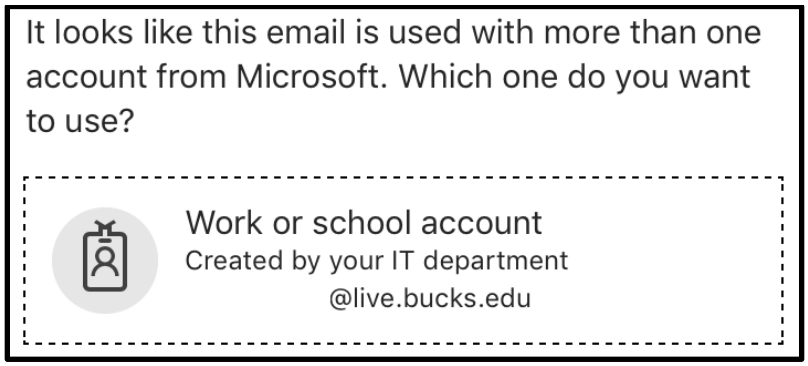
5. Enter a **Description** to describe the account. Click **Next** to continue.



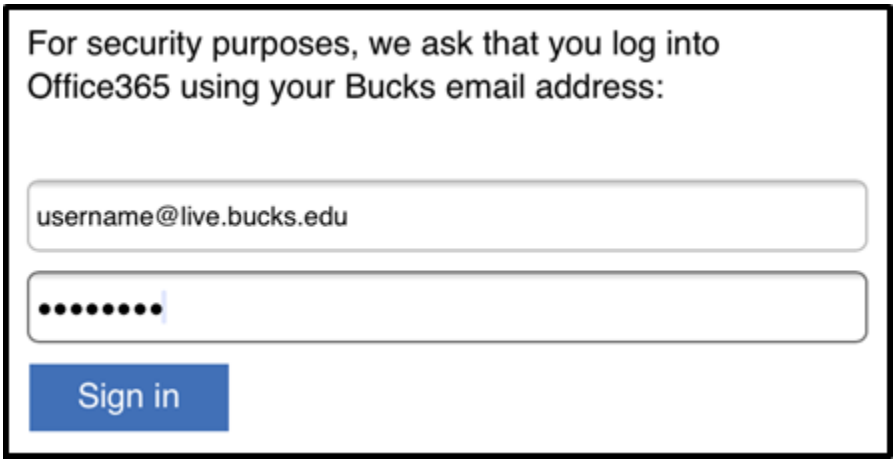
6. Click **Sign In** to proceed to the single sign on page to auto discover your email account.



7. Choose **Work or school account**.

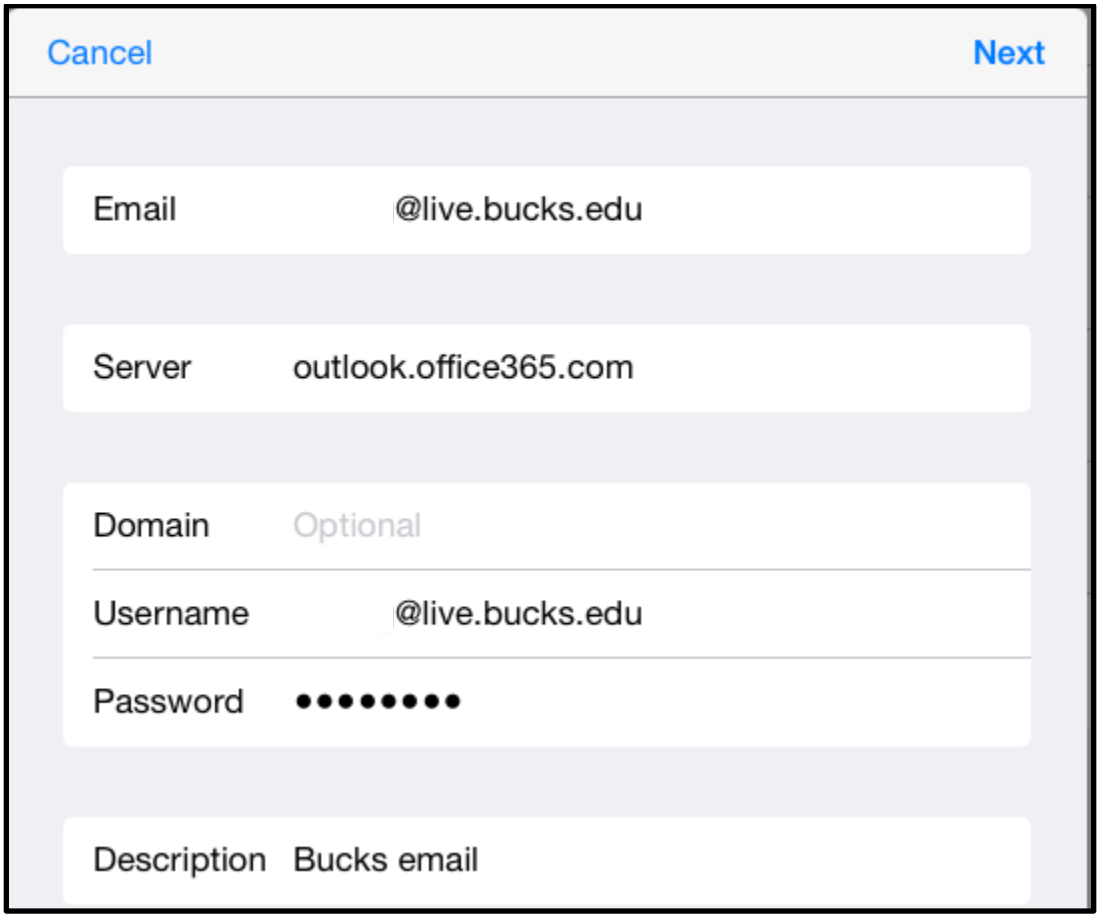


8. Enter your Bucks **Password**. Your BucksMail password is the same as your Bucks password (used to access campus computers, Canvas, MyBucks, and library databases). Your student password will expire every 180 days. Each time it expires, you will need to update it on the Password Manager: http://www.bucks.edu/e-resources/password/ and make the changes on your iOS device as well.

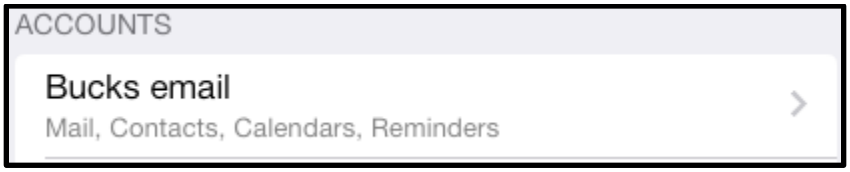


9. Your account should configure automatically. Click **Save**. Skip to Step 9.

10. If you are prompted to enter additional details, type the **Server** as outlook.office365.com. Retype your Bucks email address for the **Username**. Click **Next**.
    - If you're still unable to add the account to your phone, please contact the Help Desk and Services Center at 215-968-8191 or helpdesk@bucks.edu.



11. By default iOS will only sync email from the previous 3 days (or 1 week). To retrieve all email, go back to the **Settings** app, then **Mail, Contacts, Calendars**. Click the name of the new account, in this case **Bucks email**.



12. Click **Mail Days to Sync**.

13. Click **No Limit** to receive all emails that have been sent to your account. You can now access the email through the mail app on your home screen.