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.

   ![Sign in to your “bucks.edu” Exchange account using Microsoft?](image)

   **Configure Manually**

   **Sign In**

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

   ![It looks like this email is used with more than one account from Microsoft. Which one do you want to use?](image)

   **Work or school account**

   Created by your IT department

   @live.bucks.edu

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/](http://www.bucks.edu/e-resources/password/) and make the changes on your iOS device as well.

   ![For security purposes, we ask that you log into Office365 using your Bucks email address:](image)

   **username@live.bucks.edu**

   **••••••**

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

![Exchange setup](image)

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.

![Exchange setup](image)
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.

![ACCOUNTS Table]

12. Click Mail Days to Sync.

![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.

![No Limit]

1 Day