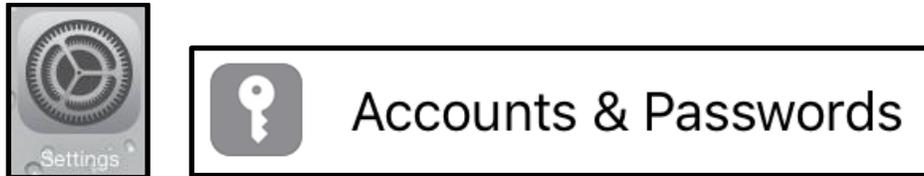


## Setting up Office 365 Email on an iOS device

Follow this tutorial to setup your iPhone or iPad to automatically send and retrieve email from your Office 365 email address.

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



2. Click **Add Account**.



3. Click **Exchange**.



4. Type in your full **Email Address**, `firstname.lastname@bucks.edu`. **Note:** Do not type your `username@bucks.edu`.

5. Enter a **Description** (such as Bucks email) to describe the account. Click **Next** to continue.

Cancel	Exchange	Next
Email	<code>glenn.elliott@bucks.edu</code>	
Description	Bucks email	

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?**

Your email address will be sent to  
Microsoft to discover your Exchange  
account information.

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[Configure Manually](#)

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[Sign In](#)

7. Enter your Bucks **Password** and click **Sign in**. Your password is the same as your Bucks password (used to access campus computers, Canvas, MyBucks, and library databases). Your 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.

For security purposes, we ask that you log into Office365 using your Bucks email address:

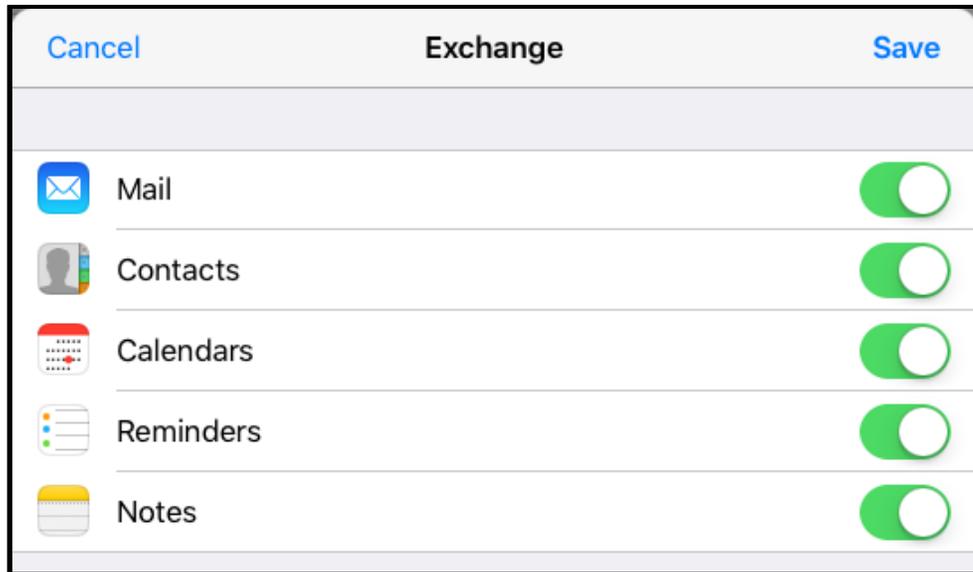
glenn.elliott@bucks.edu

●●●●●●●●

Sign in

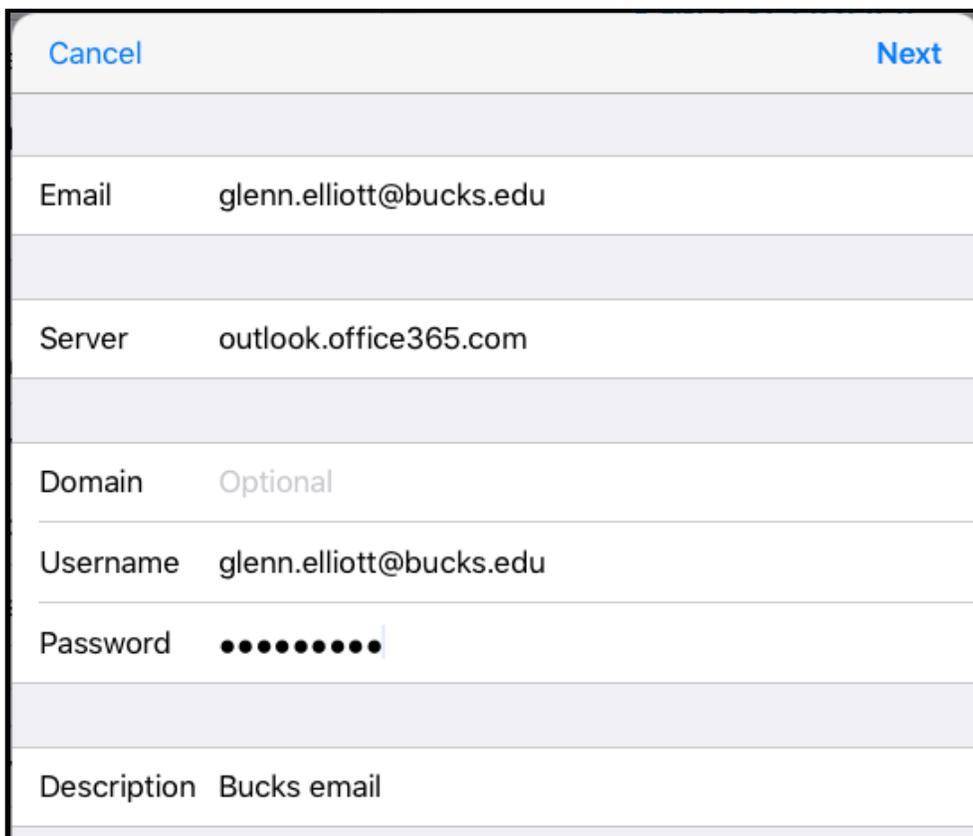
**Students:** username@live.bucks.edu  
**Faculty and Staff:** first.last@bucks.edu

8. Choose the options you wish to sync to your device and click **Save**.

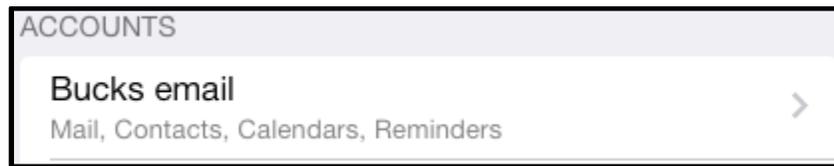


9. If the auto discover does not work or if you need to enter additional details:

- Type the **Server** as outlook.office365.com.
- Retype your Bucks email address for the **Username**.
- Verify that your **Password** has been entered. 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](mailto:helpdesk@bucks.edu).



10. 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**.



11. Click **Mail Days to Sync**.



12. 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.

