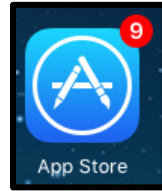


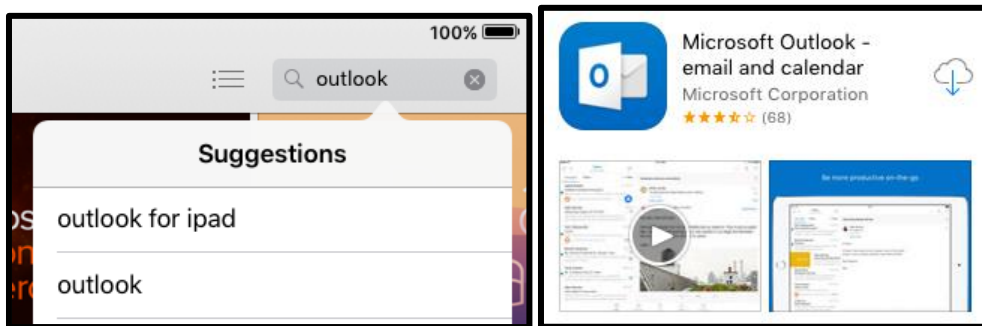
Office 365 - Using the Outlook App on your iOS Device

The Outlook app will allow you to access your Bucks email and calendar in one central location. This may be helpful if you have multiple calendar or email accounts on your device.

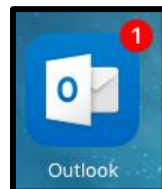
1. Open the **App Store** on your home screen.



2. Search for **Outlook** in the search bar. Choose the **Microsoft Outlook – email and calendar** result. Download the app.



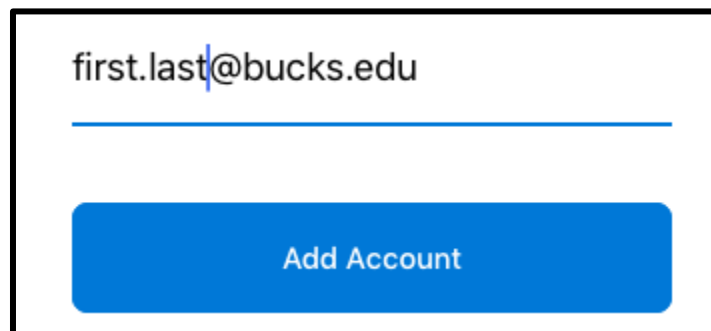
3. After the app has downloaded and installed, you can find it on your home screen.



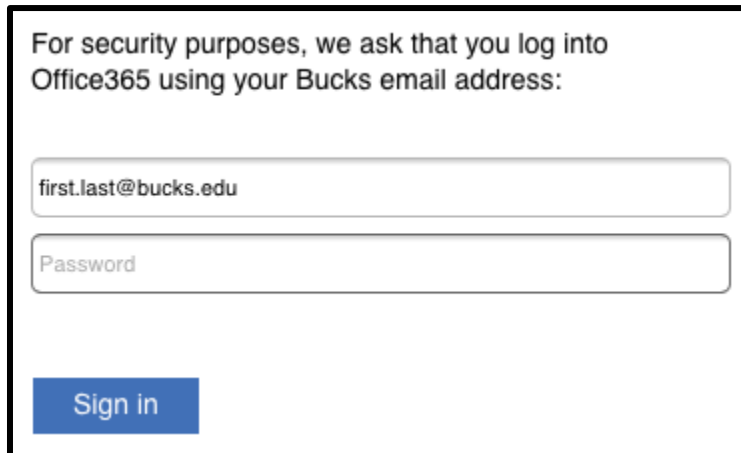
4. Click **Get Started** to review the features of the app.



5. Type in your full **Email Address**, `firstname.lastname@bucks.edu`. **Note:** Do not type your `username@bucks.edu`. Click **Add an Account**.



6. Enter your Bucks password and click **Sign in**.



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


first.last@bucks.edu


Password

Sign in

7. Your account should be successfully created. If the account does not get created, please see the following page for other options. Note: If the **Focused** folder is displaying no email, you will need to click the **Other** option at the top of your Outlook app to view your email. You may receive a message about allowing notifications for the Outlook app.

8. Re-enter your **Email Address** and **Username** as your full email address, firstname.lastname@bucks.edu.
9. Type the **Server** as: outlook.office365.com
10. Leave the **Domain** blank.
11. Verify that your **Password** is correct.
12. Click the **checkmark** in the upper right.





Enter your Exchange Account Details

Hide Advanced Settings ^

Email Address

glenn.elliott@bucks.edu

Password

●●●●●●●●

Description

Bucks email

Server

outlook.office365.com

Domain (e.g. domain.com)

Username

glenn.elliott@bucks.edu
