

## Email Setup for iPhone

1. Navigate to your Settings menu. From the Settings menu, click **Mail, Contacts, and Calendars**.



- From the Mail, Contacts, Calendar menu click **Add Account**.



3. From the Add Account page choose **Exchange**.



4. You will be prompted to enter your information. You will need to put your e-mail address [username@my.uno.edu](mailto:username@my.uno.edu) and password. Give your account a display name in the **Description** box. This will be what you see when you tap on the account in the mail app. Once finished, click **Next**.



Screenshot of an iPhone 'Exchange' account setup screen. The screen shows the following fields and options:

- Buttons: Cancel, Exchange, Next
- Email: username@my.uno.edu
- Password: Masked with 12 dots
- Description: Enter an account name

A keyboard is visible at the bottom of the screen.

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5. Enter the following information:

Email: [username@my.uno.edu](mailto:username@my.uno.edu) (this should be automatically there)

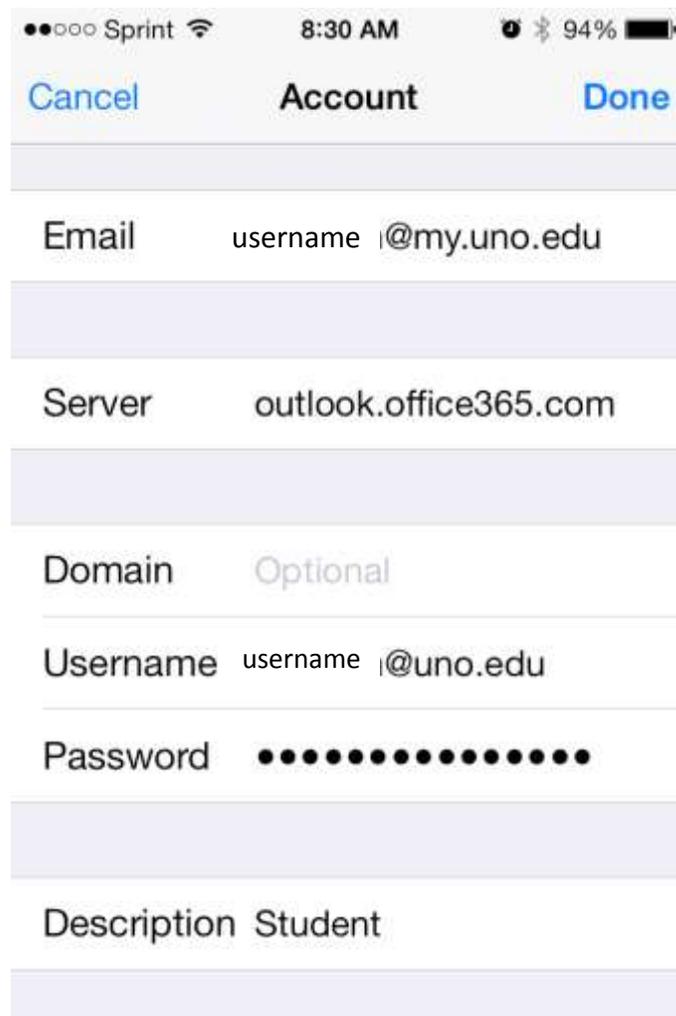
Server: **outlook.office365.com** or **pod51008.outlook.com** (either will work)

Domain: Leave blank

Username: [username@uno.edu](mailto:username@uno.edu)

Password: (Should already be there)

Then tap **Done**.



Sprint 8:30 AM 94%

Cancel Account Done

Email username@my.uno.edu

Server outlook.office365.com

Domain Optional

Username username@uno.edu

Password ●●●●●●●●●●●●●●●●

Description Student

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6. Your phone will now ask you what you want to sync. You can sync mail, contacts, calendars, reminders and notes from your account. Once you've made your selections, click **Save**.



7. Your account is now synced to your phone. Your mail will begin downloading the first time you open the account.

If you encounter any trouble, feel free to contact the Help Desk at (504) 280-4357 or by email at [helpdesk@uno.edu](mailto:helpdesk@uno.edu). You may also stop by the Help Desk, located in the UCC Room 101.