How to setup your iPhone, iPad for Office 365

1. If you had your University Email Account previously Setup on your Device you must first Delete that account. Click on Settings on your iPhone

2. Then Click on Mail, Contacts, Calendars

3. Click on the Account
4. Then Scroll to the bottom and click on Delete.

5. Then click on Delete from My iPhone.
6. Then you will see this screen where the Account is being Deleted.

7. Click on **Add Account**
8. Select Exchange

9. Enter your University Email Address (usually first.lastname@usm.edu), CampusID Password, Display Name for your account such as USM or Exchange
10. Enter Server
   Exchange Server
   outlook.office365.com if
   that doesn’t work then
   use
   m.outlook.com
   Username
   W+ID#@usm.edu
   Password
   CampusID Password
   Then click on Next
   It will then start Verifying

11. At the Pop up to Verify
    the Server Click
    Continue.
12. At the Certificate screen click on **Trust**.

13. Once it has completed the verification it will show with check marks that it is complete.
14. **Select** which files (Mail, Contacts, Calendars, Reminders, and Notes) you want to sync and then click **Save**

15. **Congratulations!**
   This account will now show up in the EMAIL app.