

Office 365 Email Instructions

Apple iOS Mail

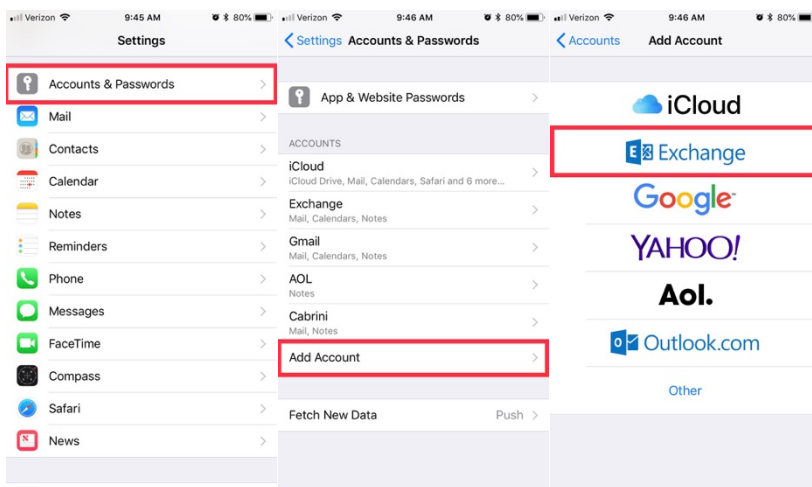
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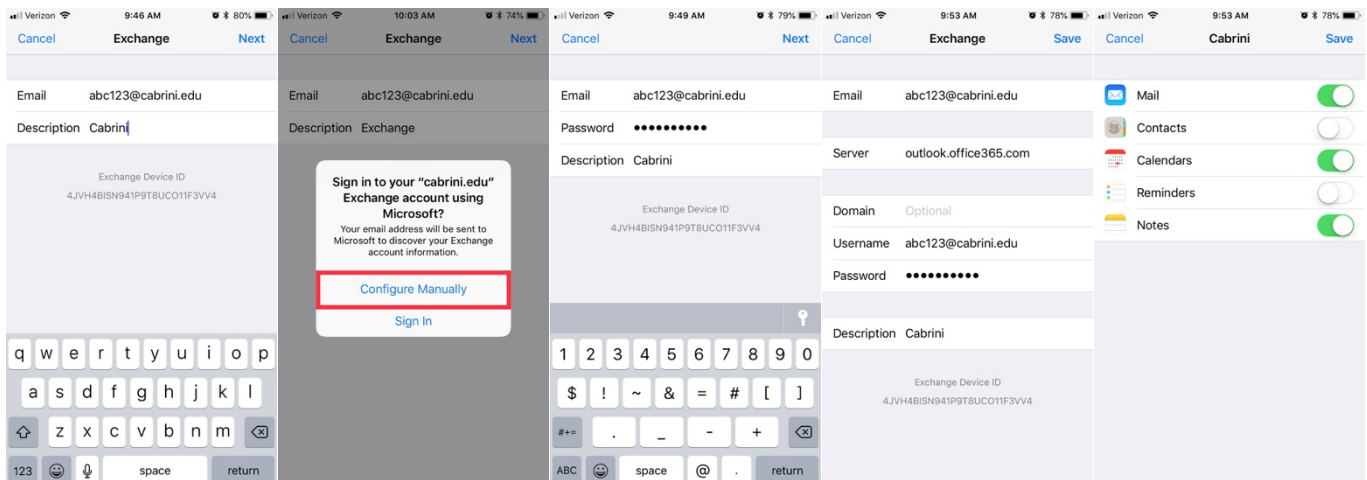
Disclaimer: Because iOS's appearance may differ between updates, ITR cannot guarantee 100% accuracy of these instructions. Menu options may vary.

Adding an Account to iOS Mail

1. Open **Settings**.
2. Scroll down and select **Accounts & Passwords**.
3. Select **Add Account**.
4. Select **Exchange** as the account type.



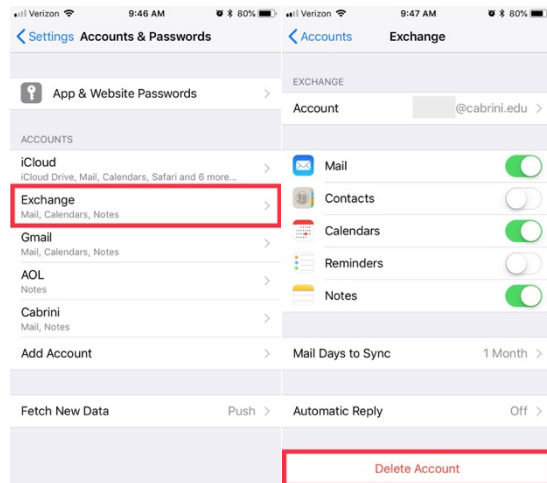
5. Enter your Cabrini email address (abc123@cabrini.edu) and choose a description/nickname for the account, then select **Next**.
6. Choose **Configure Manually**.
7. Enter your email password, then select **Next**.
8. Enter the following information, then select **Save**:
 - a. Server: **outlook.office365.com**
 - b. Domain: <leave blank>
 - c. Username: Your Cabrini email address (abc123@cabrini.edu)
9. Choose which additional apps you want this account to sync with, then select **Save**.



10. Your email account is now configured. Open the Mail app on your device to view your email.

Removing an Account from iOS Mail

1. Open **Settings**, then scroll down and select **Accounts & Passwords**.
2. Choose your email account. "Exchange" is the default name, unless you gave it a different nickname.
3. Choose **Delete Account**.



4. Your Cabrini email account is now removed, and your inbox will no longer appear in the iOS Mail app. This does not delete your emails from Office 365.

Updating Your Email Password

If your Cabrini email password has changed, follow these instructions to update the password that is saved on your Apple iOS device. If you run into difficulties, it may be easier to remove the account from your device and re-add it.

1. Open **Settings**, then scroll down and select **Accounts & Passwords**.
2. Choose your email account. "Exchange" is the default name, unless you gave it a different nickname.
3. Tap your email address.
4. Type in your new password, then select **Done**.