Instructions for Setting-Up an iOS device with Office 365

How to Set-Up Office 365

1. If this is the first email account on your iPhone or iOS device, tap Mail. Otherwise, from the home screen tap the Settings.

2. If you are on-campus, please ensure that the phone or device is connected to SJCD-Secure. For instructions on how to connect to SJCD Secure, please click here or go to: http://sjcblogs.sanjac.edu/its/office-365/training-resources/

3. Scroll down to Mail, Contacts, Calendars.

4. Tap Mail, Contacts, Calendars.

5. Select Add Account.

7. Type the information requested in the Email, Password, and Description boxes. Type your full email address (for example, john.doe@sjcd.edu) in the Email field. Type your network password in the Password field. This is the same password used to log into SOS or any computer on-campus. Type a brief description for your email account to easily distinguish it from your other email accounts.

8. Tap Next on the upper-right corner of the screen.

![Email configuration screen]

Your mail program will try to find the settings it needs to set up your account. Go to step 11 if your mail program finds your settings. If not, please proceed to step 9.

9. If your device can’t find your settings, you’ll need to manually add the server name.

10. In the Server box, type outlook.office365.com, and then tap Next.

![Server configuration screen]
11. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. By default, Mail, Contacts, and Calendar information are synchronized.

![Screen showing options to choose what to synchronize]

Please note: Selecting Contacts and Calendars may prompt you to decide whether or not to keep existing local calendars on your iPhone.

![Screenshot showing options to keep or delete existing local calendars]

12. Your email account has now been set up on your device.
13. Go to the Home screen.
14. Tap the **Mail** icon.

![Image of an iPhone's Home screen with Mail app highlighted]

15. Choose your San Jacinto College email account to access your emails.