Email – Office 365 on iPhones & iPad

You need to be connected to the wireless on your phone before setting up your email account.

Office 365 to iPhone or iPad

- Select Mail app icon
- Tap Add Account…, then tap Microsoft Exchange.
- Type your email address in the form username@live.warwick.ac.uk into the top field.
- Leave the Domain field blank.
- If prompted for server, type outlook.office365.com
- Type your username@live.warwick.ac.uk e.g. u1812345@live.warwick.ac.uk into the username field, then type in your password.
- Change the Description to e.g. Warwick Email.
- Tap the blue Next button top right, and after a moment the details should be displayed, with a server name which it has auto-discovered.
- If it prompts for a server name, type outlook.office365.com
- Tap Next again, and it should report that it is connected.
- Choose which of your Mail, your Contacts, your Calendar and your Reminders you would like to have on your phone. Change any you don’t want from On to Off. Tap Save.

On the Mail, Contacts and Calendars screen, tap Fetch new data. Set Push to on for the options you want. Note that if Push is set to on, this will use your battery more quickly than the other settings.

If you want more battery life and don’t need immediate updates, set Push to Off and then choose how often you want your phone to check for new items e.g. choose Manually, which will only check for email or calendar data when you actually open your email or calendar.

Office 365 to iPhone or iPad

Tap the Settings icon.

- Tap Mail, Contacts, Calendars.
- Tap Add Account…, then tap Microsoft Exchange.
- Type your email address in the form username@live.warwick.ac.uk into the top field.
- Leave the Domain field blank.
- If prompted for server, type outlook.office365.com
- Type your username@live.warwick.ac.uk e.g. u1812345@live.warwick.ac.uk into the username field, then type in your password.
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