Setting up Office 365 (Exchange) Email on your iPhone or iPad

Depending on your iOS version, you may see slightly different screens than those shown here.

**Note:** Student Office 365 addresses are in the form of first.last@student.montana.edu.

1. Tap on **Settings**

2. Tap **Mail, Contacts, Calendars**

3. Tap **Add Account**

4. Tap **Exchange**
5. Enter the following account info:
   Email:
   Faculty/Staff:  bob.cat@montana.edu
   Students:  bob.cat@student.montana.edu
   Password:  NetID password
   Description:  MSU Office 365
   (or whatever)

6. Tap Next in the upper right corner of screen.

7. Enter the following:
   Domain:  LEAVE BLANK
   Username:  netid@msu.montana.edu
   (e.g. a12b345@msu.montana.edu)
   Password:  NetID password
   Optional:
   Server:  outlook.office365.com

8. Tap Next.

Steps 9 and 10 do not have screen shots

9. Select the items you’d like to sync.

10. Tap Save.