

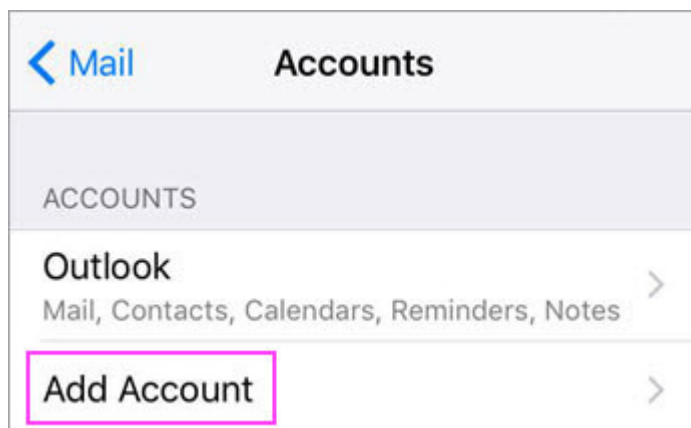
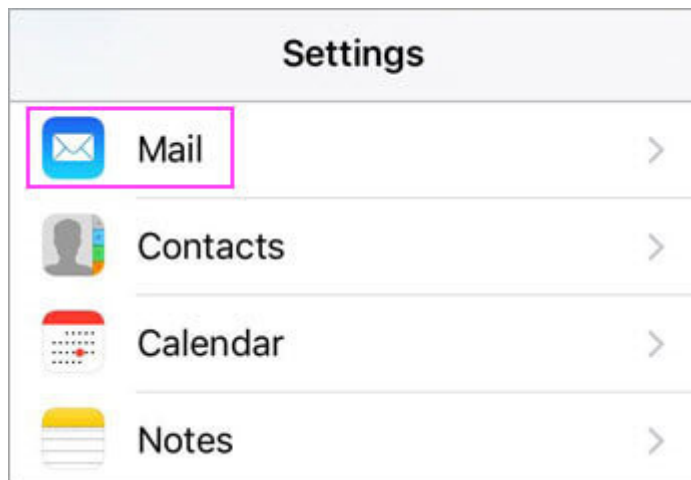
Set up email using the iOS Mail app

Applies To: Outlook 2016 Office 2016 Office for business Office 365 Small Business [More...](#)

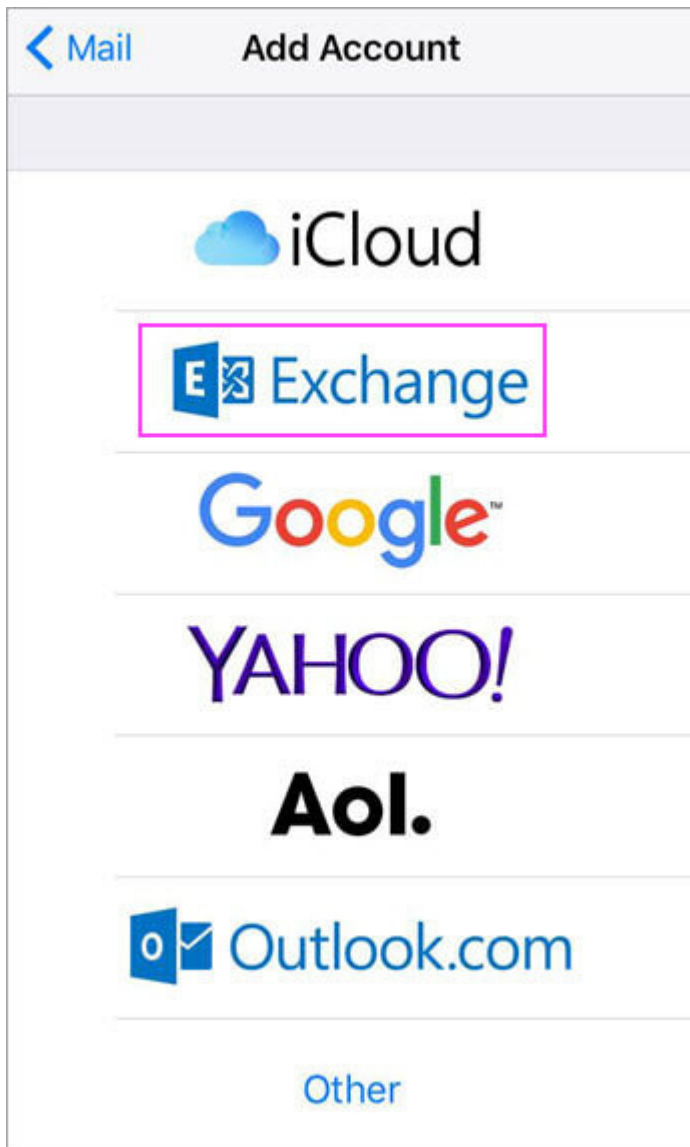
Choose your email account:

[Outlook.com](#) [Office 365 work or school](#) [Exchange](#)

Go to your device's **Settings**, scroll down and tap **Mail > Accounts > Add Account**.



Select **Exchange**.



Enter your Office 365 email address, password, and a description of your account. Tap **Next**.

Note: Your email address should be your Office 365 business account or school account. Such as *@yourdomain.com*, *@domain.onmicrosoft.com*, or *@schoolname.edu*.

Cancel	Exchange	Next
Email	email@example.com	
Password	Required	
Description	My Exchange Account	

If you're prompted to enter server settings, enter the following and tap **Next**.

- **Email:** your full email address.
- **Server:** outlook.office365.com.
- **Username:** your full email address.
- **Password:** email account password.

The Mail app may request certain permissions such as accessing your calendar and contacts. To agree, tap **Yes**.

Then choose the apps you want your email account to sync with your iOS device and tap **Save**.

Now you're all set to go!



Having trouble? We can help.

This article was **last updated on June 29, 2017** because of your feedback. If you still need help setting up email on your iOS device, tell us about your question in detail using the comment box below so we can address it in the future.

For the best experience, we recommend the [Outlook for iOS mobile app](#). For troubleshooting tips, see [Troubleshoot email setup on mobile FAQ](#).

You can also contact support:

- If you are having issues with the iOS Mail app, contact [Apple Support](#).
- If you have a work or school account that uses Office 365 for business or Exchange-based accounts, talk to your Office 365 admin for support. Office 365 admins can [contact Office 365 for business support](#).
- For all other accounts, contact [Microsoft support](#).