Instructions for Duke University Office 365 users: Configuring iPhone or iPad Mar 4, 2014

Note: if you already have an account for your Duke Exchange email on your device, you **must** delete that account before adding the account for Office 365. Deleting does not remove any data from your Office 365 account in the cloud. In order to delete an account, go into Settings, then Mail. Once you find the Account, select the Delete Account button.

 Tap Settings > Mail, Contacts, Calendars > Add Account. 	••••• AT&T • 4:49 PM ✓ Settings Mail, Contact	イミ s, Calendar	⊡ s	
	ACCOUNTS			
	iCloud > Mail, Calendars, Reminders and 5 more			
	Duke > Mail, Calendars, Reminders, Notes			
	Add Account		>	
	Fetch New Data	Push	>	
2. Tap Microsoft Exchange.	5			
•••••• AT&T ♥ 2:45 PM	MAIL	12/2/201		
< Mail Add Account	Preview	2 Lines	>	
	Show To/Cc Label	0		
🖾 iCloud	Flag Style	Color	>	
E S Exchange	Ask Before Deleting)	
Google				
YAHOO!				
Aol.				

od Outlook.com

Other

- 3. Enter your full email address in the **Email** field (ex. *john.q.smith@law.duke.edu*) and supply your NetID password as indicated.
- 4. If preferred, also provide a more descriptive name for this email account (the default is "Exchange")

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Cancel	Exchange	Next		
Primary	eMall Ad	dress		
Email	test.bogus@l	aw.duke.edu		
Password	•••••			
Description DukeExchange				

- 5. Tap **Next** on the upper-right corner of the screen. Your iPhone will try to find the settings it needs to set up your account. If successful, checkmarks will appear by each field.
- In the next screen, choose the type of information you want to synchronize between your account and your device, and then touch Save. By default, Mail, Contacts, Calendars, and Reminders are selected.

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Acco	ount		o365user1	>
	Mail			
1	Contacts		\bigcirc	
	Calendars		0	
	Reminders		0	
-	Notes		0	
Mail	Days to Syn	с	1 Week	>
	Delet	a Accou	unt	

If your iPhone is unable to locate your settings, you will need to manually enter the server name. See the next page. Otherwise you are done.

- 1. Tap Settings > Mail, Contacts, Calendars and select the account you just added.
- 2. Tap Account. Server, Domain, and Username fields appear.
 - 1. In the Server field, enter outlook.office365.com.
 - 2. Leave the Domain field blank. Do not use WIN or WIN.DUKE.EDU.
 - 3. In the Username field, enter your *netid@duke.edu*. For example, if your NetID is *hiro, enter hiro@duke.edu*.
- 3. Then tap **Done** and **Done**.

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Since Verifying					
Primary	eMail Ad	dress			
Email	test.bogus@l	aw.duke.edu			
Server	outlook.office365.com				
User= <netid>@duke.edu</netid>					
Domain	Optional				
Username	lawtest1@duke.edu				
Password	•••••				

Description DukeExchange