

Instructions for Duke University Office 365 users: Configuring iPhone or iPad

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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.

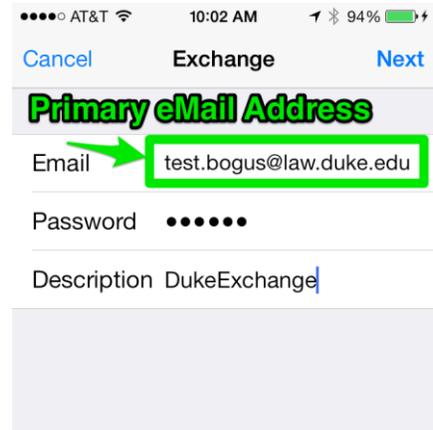
1. Tap **Settings > Mail, Contacts, Calendars > Add Account**.



2. Tap **Microsoft Exchange**.



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")



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.

6. 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.



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**.

