

# Office365 documentation

**How to setup email access on  
your mobile phone**  
iOS guide – iPhones & iPads

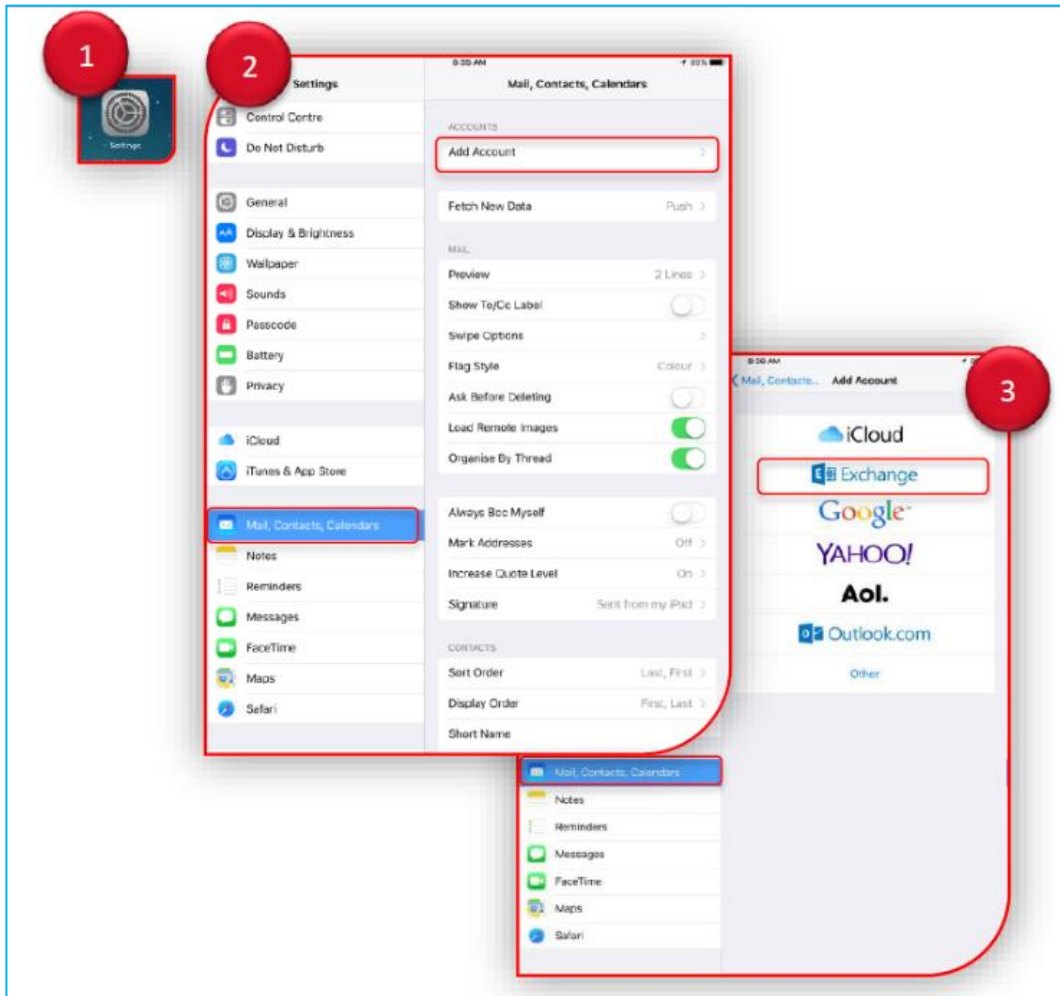


# Setup Staff Email on Apple Devices



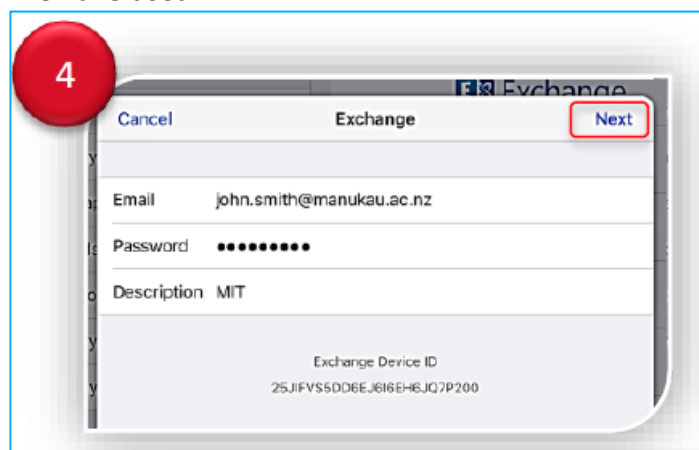
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**Settings > Mail, Contacts, Calendars > Add Account** and select **Exchange** to continue.



Put in your staff email address and password and tap Next when you done

**\*Description** by default will be **“Exchange”** but you can change it to anything so it’s easy for you to identify. E.g. we have used **“MIT”**.



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Next box will appear as shown on below, please enter your details:

Email: **Firstname.lastname@manukau.ac.nz**

Server: **outlook.office365.com**

Domain: "Leave it Blank"

Username: **username@manukau.ac.nz** (not your email address)

- E.g. st1234@manukau.ac.nz

Password: **xxxxxxx**

A screenshot of an iPhone's 'Account' setup screen. The status bar at the top shows '2degrees' signal strength, Wi-Fi, '8:23 AM', and '65%' battery. The screen has a blue border. At the top, there are three buttons: 'Cancel', 'Account', and 'Done'. Below these are several rows of input fields:

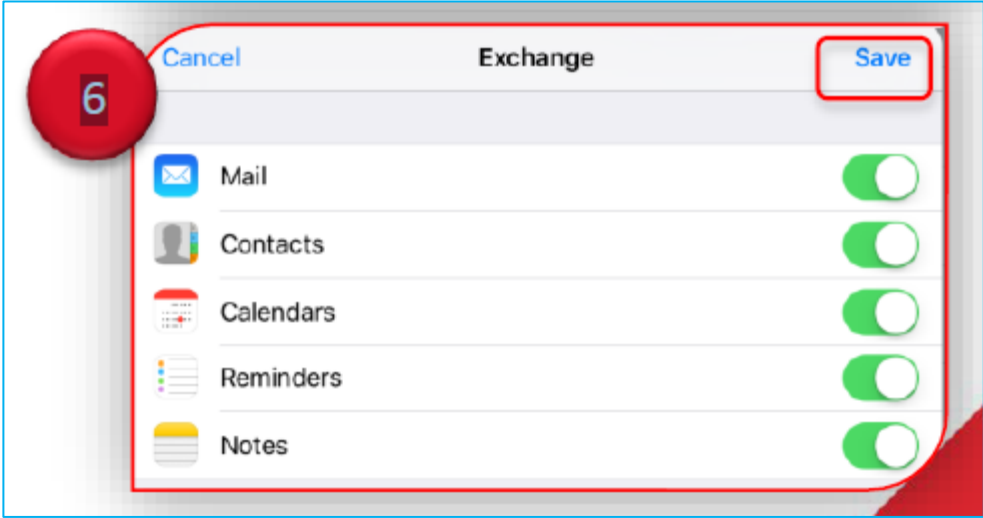
- 'Email' field with the value 'ewan.tan@manukau.ac.nz'
- 'Server' field with the value 'outlook.office365.com'
- 'Domain' field with the value 'Optional'
- 'Username' field with the value 'ewan@manukau.ac.nz'
- 'Password' field with ten black dots representing a masked password
- 'Description' field with the value 'Exchange'
- 'Advanced Settings' field with a right-pointing chevron icon

Tab on **Save** when you see this screen.

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Then go to the Mail App and you will get the access to your mailbox.