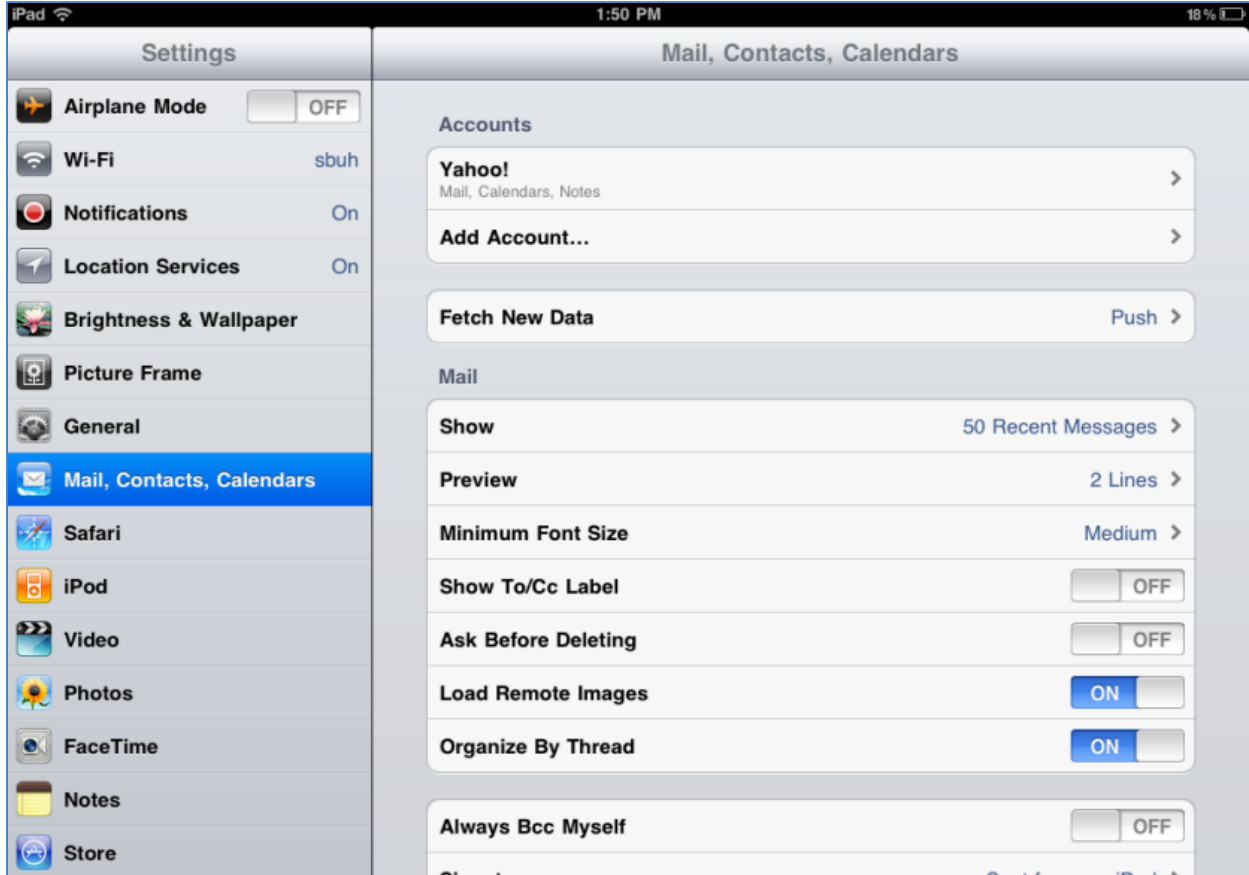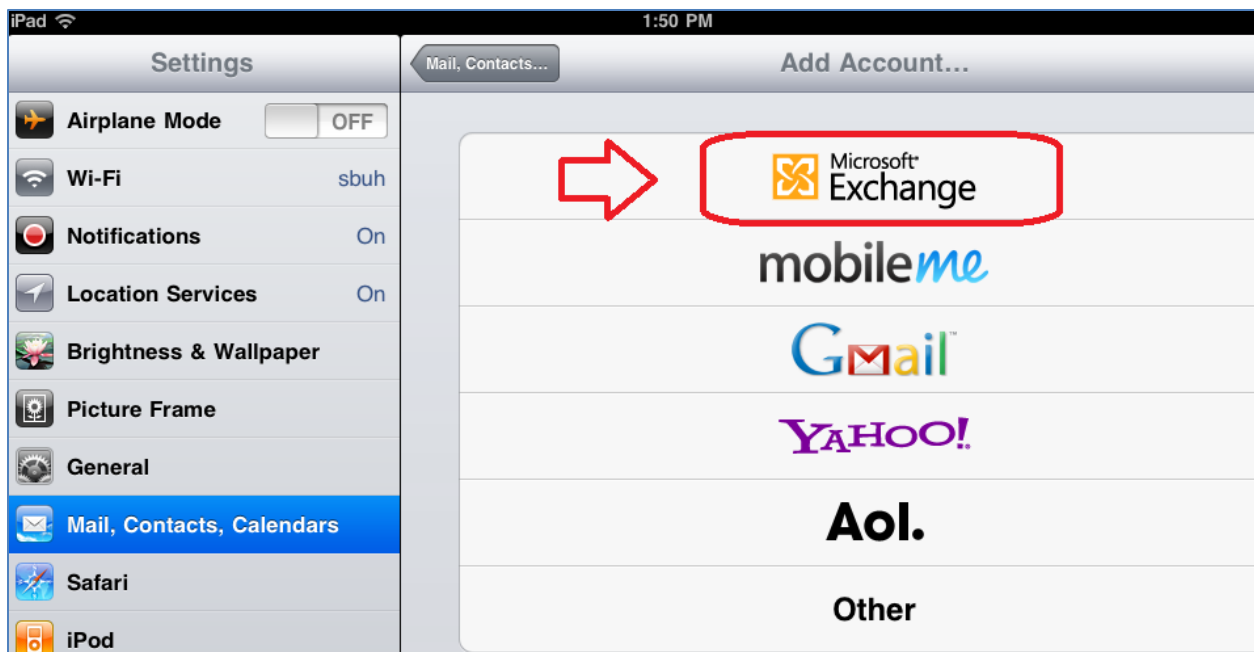# IPhone/IPAD

Outlook Office 365 E-mail Instructions

1. First you will need to open "Settings" and select "Mail, Contacts, and Calendars".

2. Next select "Microsoft Exchange".

3. You will now need to enter your new E-mail address, Server, Username and UHMC password. Select done after all of the information has been entered.

Cancel	Account	Done

Email	john.doe@stonybrookmedicine.edu

Server	outlook.office365.com

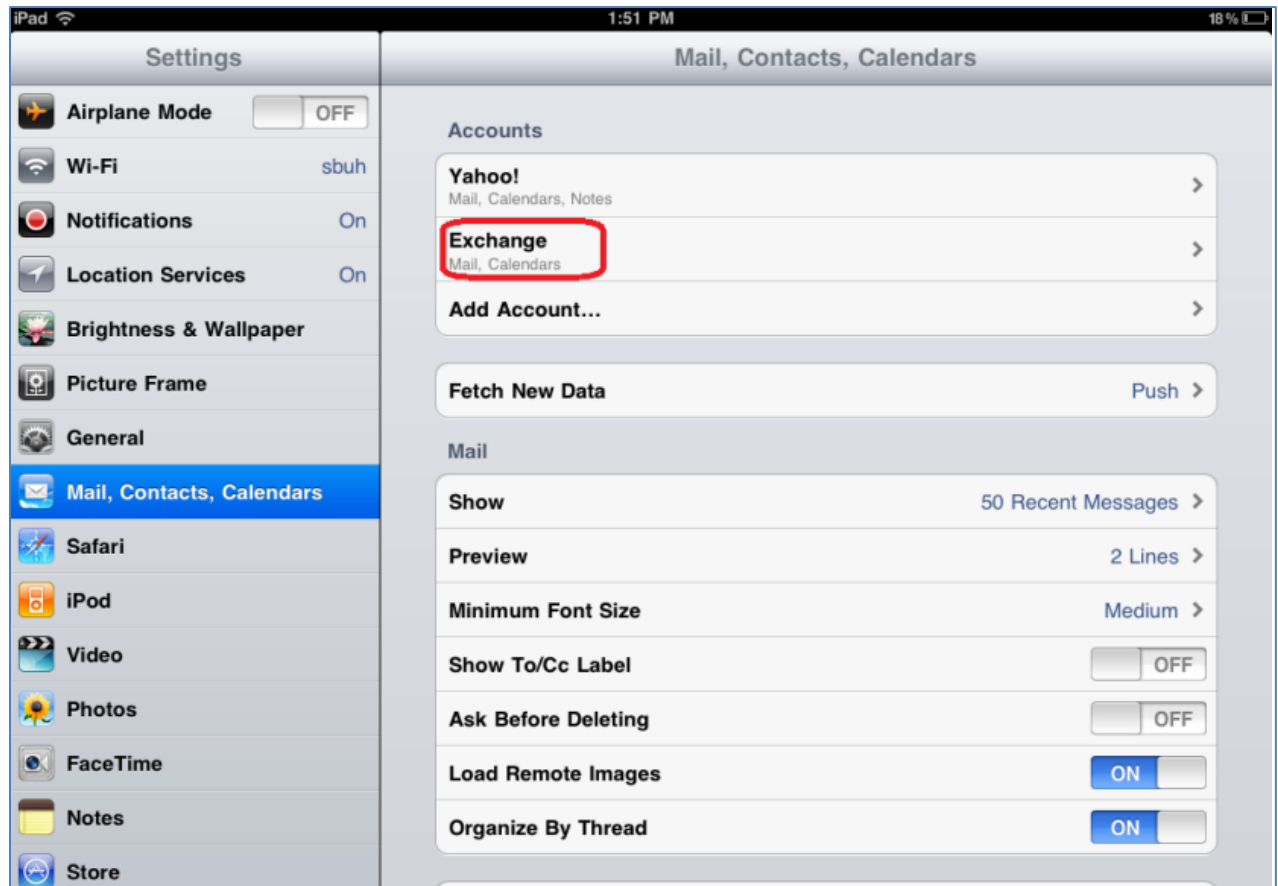| Domain	Optional
Username	john.doe@stonybrookmedicine.edu
Password	••••••••••

Description	Exchange

Advanced Settings	>

4. You will now be prompted to select what data to synch to your device. After you make your selections press "Save" to complete the process.

5. You will now be returned to the "Settings" screen and you should see your Exchange account listed.

6. Press the Home key to return to the home screen, you will now be able to access your e-mail by selecting the mail icon.