# Office 365 Email App Setup for the iPhone or iPad

Avon Community School Corporation

If you have an **Office 365** school account, use these instructions to set up your email with your iOS device. If you had previously set up an ACSC Exchange Email account on your phone this must be deleted before proceeding.

1. Go to your device's **Settings > Accounts and Passwords** >**Add Account** > **Exchange**

   Note: If you have not updated to iOS 10, go to your device's **Settings** > **Mail, Contacts, Calendars** > **Add Account**. Select **Exchange**

   <mark>**If you prefer to use the Outlook app on your phone click <u>HERE</u> for directions**</mark>
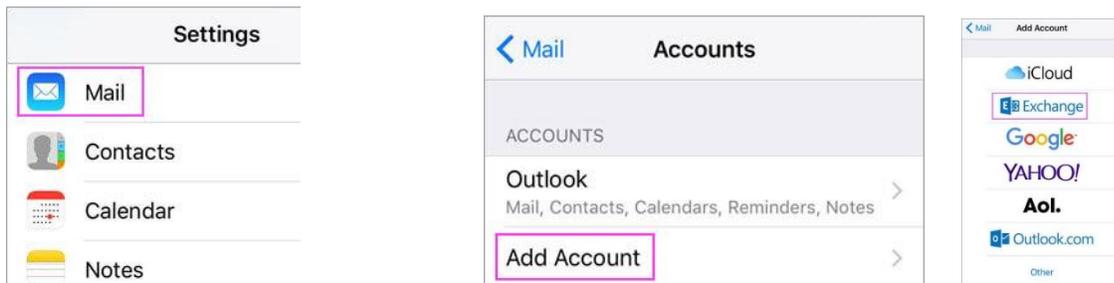
2. Enter your Office 365 email address, password, and a description of your account. Then tap **Next**.

   Note: Your email address should be your Office 365 school account such a: ***username@avon-schools.org***
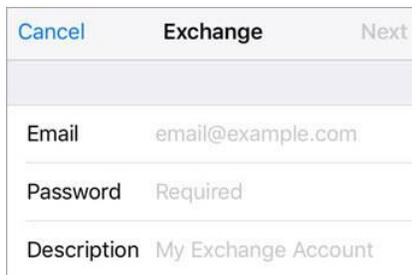
3. If you are prompted to enter server settings, enter the following and tap **Next**.
   - **Email**: your full email address.
   - **Server**: outlook.office365.com.
   - **Username**: your full email address.
   - **Password**: email account password.

   Note: Double-check that everything is spelled correctly.

4. Outlook may request certain permissions. To agree, tap **Yes**. Then choose the apps you want your email account to sync with your iOS device and tap **Save**.

   Note: If you are prompted to create a passcode, tap **Continue** and type a numeric passcode. If you are prompted and do not set up a passcode, you cannot view this account on your device. However, you can set up a passcode later in your settings.

5. Your email account is now ready for use with the iOS Mail app!

6. If you want to use the app on ACSC campus, you can connect to the guest wireless account and you will need to open your Safari browser and sign in to the filter. SETTINGS: WIFI> ACSC-Guest> ACSCwireless.