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## Setting up Office365 / Outlook on iOS and Android devices

Jeff Clark - 2026-05-05 - [Email and Collaboration](#)

## Setting up Office365 / Outlook on iOS and Android devices

### 1. Open Settings

Go to **Settings** on your device.



### 2. Select Apps At the Bottom of Settings



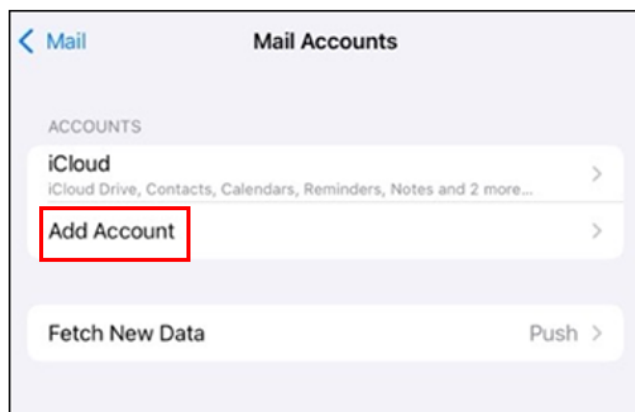
Apps

### 3. Select Mail

Tap **Mail** → **Accounts** → **Add Account**.

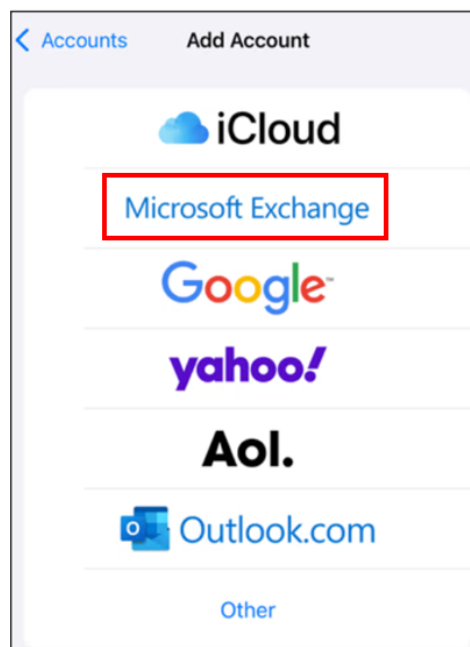


Mail



### 3. Choose Microsoft Exchange

Select **Microsoft Exchange** as the account type.



### 4. Enter Your Email

- Enter your **FAU email address** (e.g., [FAUNetID@fau.edu](mailto:FAUNetID@fau.edu))
- For O365 Health users: [FAUNetID@health.fau.edu](mailto:FAUNetID@health.fau.edu)
- Tap **Next**

Cancel	Exchange	Next
Email	email@example.com	
Description	My Exchange Account	

## 5. Press Sign in

**Sign in to your  
"health.fau.edu" Exchange  
account using Microsoft?**

Your email address will be sent to  
Microsoft to discover your Exchange  
account information.

[Configure Manually](#)

[Sign In](#)

## 6. Choose What to Sync

Ensure the options you want are **ON**:

- Mail
- Contacts
- Calendars
- Reminders

## 7. Save

Tap **Save** to finish setup.

