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.



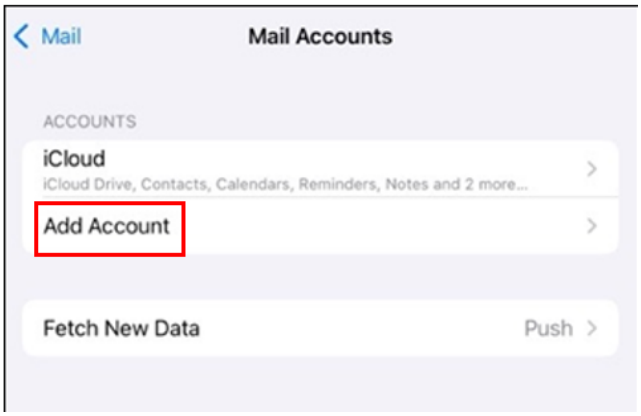
2. Select Apps At the Bottom of Settings



3. Select Mail

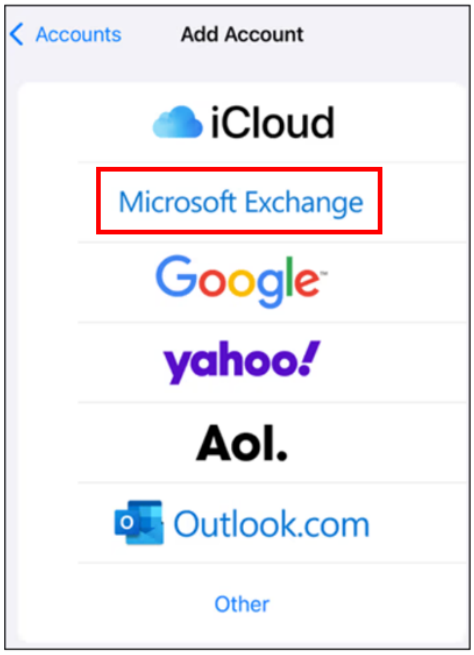
Tap **Mail → Accounts → Add Account**.





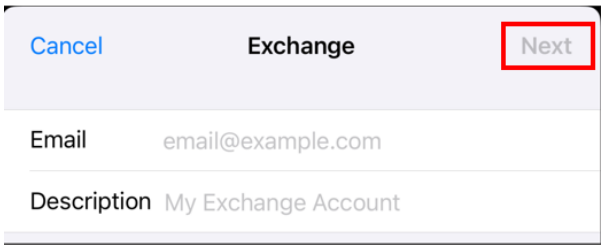
3. Choose Microsoft Exchange

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

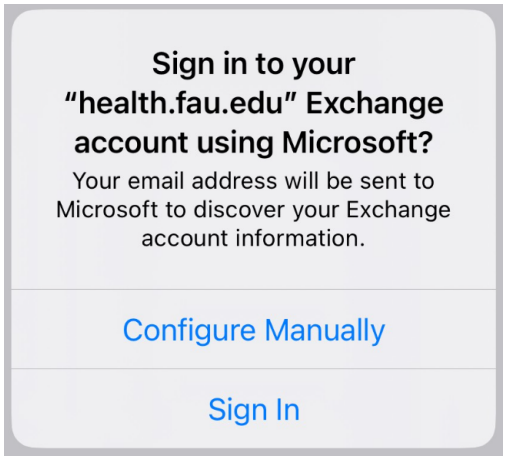


4. Enter Your Email

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



5. Press 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.