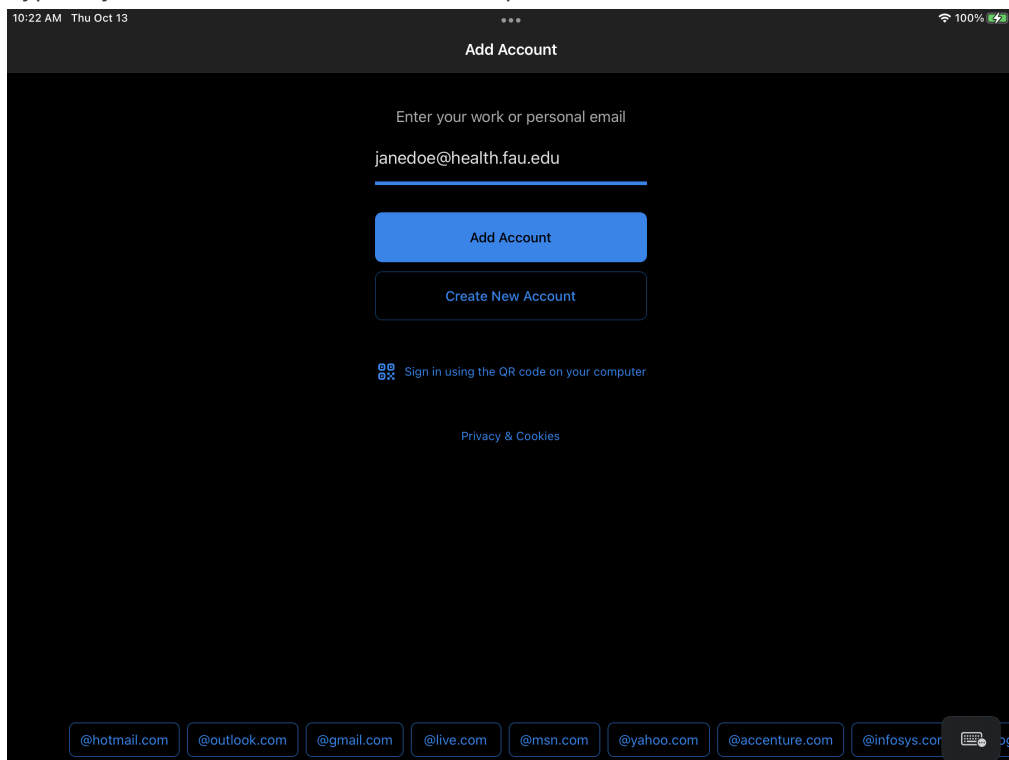# Setup Email in iOS Outlook or Mail app
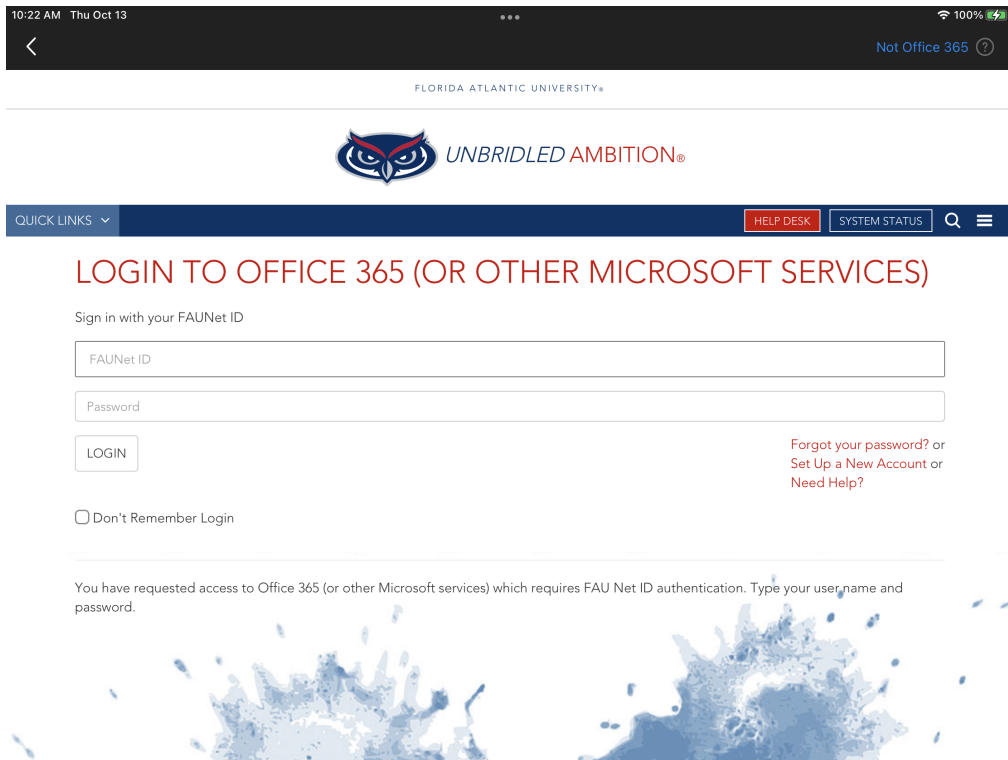
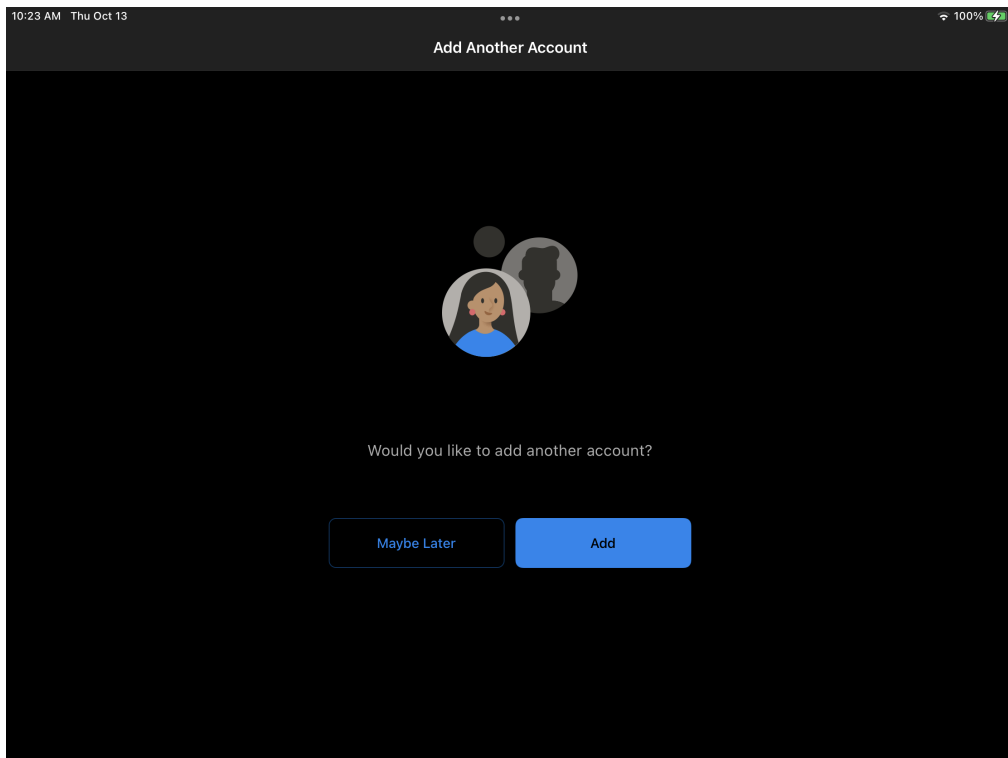Brian - 2022-10-13 - Email and Collaboration

Outlook iOS app

- Download the Outlook app from the App Store.
- Open the Outlook app on your iPhone or iPad, once opened, you will be prompted to sign into an account.
- Type in your full FAU email address and tap Add Account

- An SSO prompt will open, please sign in with your FAU NetID and authenticate via Duo as normal.

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QUICK LINKS ∨   HELP DESK   SYSTEM STATUS   🔍 ☰

LOGIN TO OFFICE 365 (OR OTHER MICROSOFT SERVICES)

Sign in with your FAUNet ID

FAUNet ID

Password

LOGIN   Forgot your password? or
                                           Set Up a New Account or
                                           Need Help?

☐ Don't Remember Login

You have requested access to Office 365 (or other Microsoft services) which requires FAU Net ID authentication. Type your user name and password.

- Once complete, you will be asked if you wish to add another email account, tap Maybe Later. Outlook will download your email but it may take a few minutes to finish.

Add Another Account

Would you like to add another account?

Maybe Later   Add

Built-in iOS Mail app setup

- Go to Settings > Mail, then tap Accounts.
- Tap Add Account, then select Exchange

ACCOUNTS

iCloud
Contacts, Messages, Notes, Health, Photos   >

Exchange
Contacts, Calendars   >

Gmail
Contacts, Calendars, Notes   >

Add Account   >

Fetch New Data   Push >

iCloud

Microsoft Exchange

Google

yahoo!

Aol.

Outlook.com

Other

- Enter your email address and an optional description for the account. Click Sign In; then a prompt will pop up asking if this is a Work/School account or a personal account, select Work/School.

Cancel   Exchange   Next

Email   @fau.edu

Description   @fau.edu

Adding an Exchange account will allow the Exchange
admini
admini
erase y

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

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

Configure Manually

Sign In

- At this point the FAU SSO window will appear for you to enter your Username/password and approve Duo when prompted.

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LOGIN TO OFFICE 365 (OR OTHER MICROSOFT SERVICES)

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FAUNet ID

Password

LOGIN   Forgot your password? or Set Up a New Account or Need Help?

☐ Don't Remember Login

You have requested access to Office 365 (or other Microsoft services) which requires FAU Net ID authentication. Type your user name and password.

- Tap Next and wait for Mail to verify your account.
- Choose information from your email account, like Contacts or Calendars.
- Tap Save.