



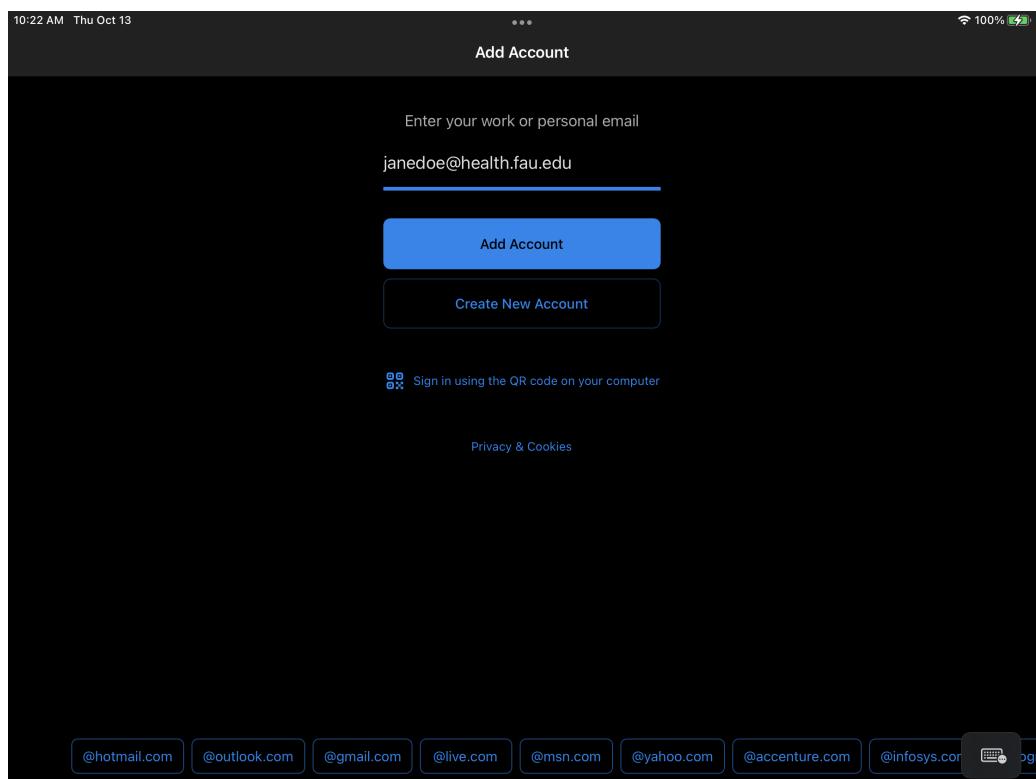
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## Setup Email in iOS Outlook or Mail app

Brian - 2026-01-05 - [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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HELP DESK

SYSTEM STATUS



## LOGIN TO OFFICE 365 (OR OTHER MICROSOFT SERVICES)

Sign in with your FAUNet ID

FAUNet ID

Password

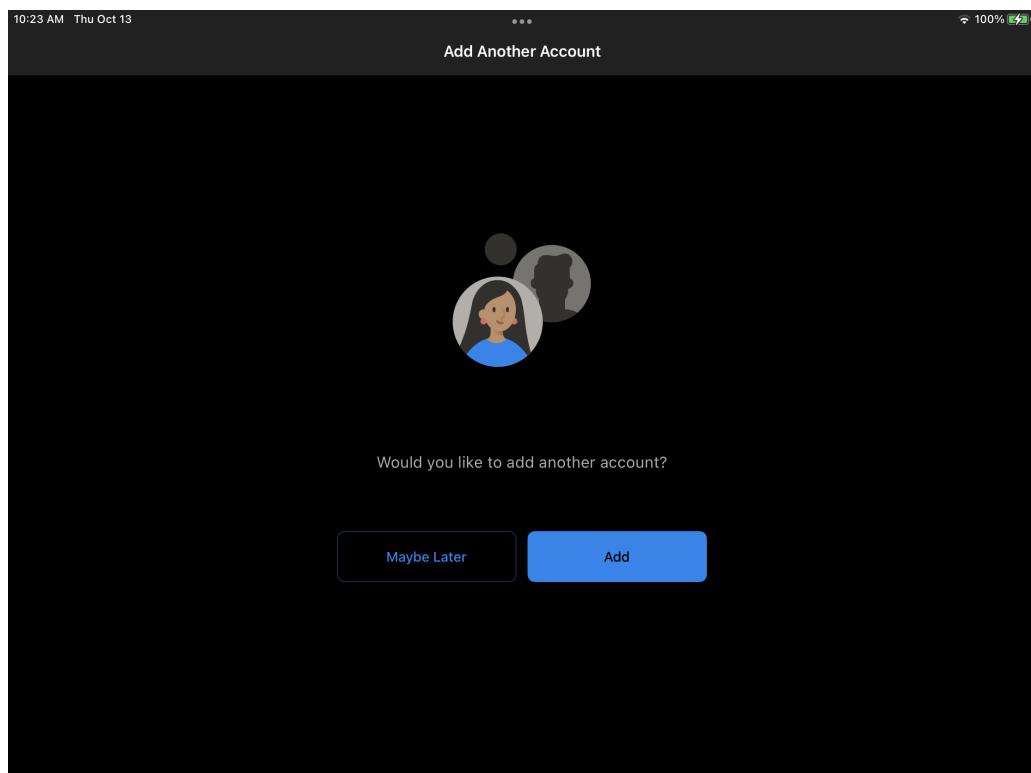
LOGIN

[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.



## Built-in iOS Mail app setup

- Go to Settings > Mail, then tap Accounts.

- Tap Add Account, then select Exchange

9:49 ↗



◀ Mail

## Accounts

### ACCOUNTS

#### iCloud

Contacts, Messages, Notes, Health, Photos



#### Exchange

Contacts, Calendars



#### Gmail

Contacts, Calendars, Notes



#### Add Account



Fetch New Data

Push >

9:49 ↗



Accounts

Add Account

 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.

9:50 ↗



Cancel

Exchange

Next

Email

@fau.edu

Description

@fau.edu

Adding an Exchange account will allow the Exchange

admini

admini

erase

**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 2FA when prompted.



## LOGIN TO OFFICE 365 (OR OTHER MICROSOFT SERVICES)

Sign in with your FAUNet ID

[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.