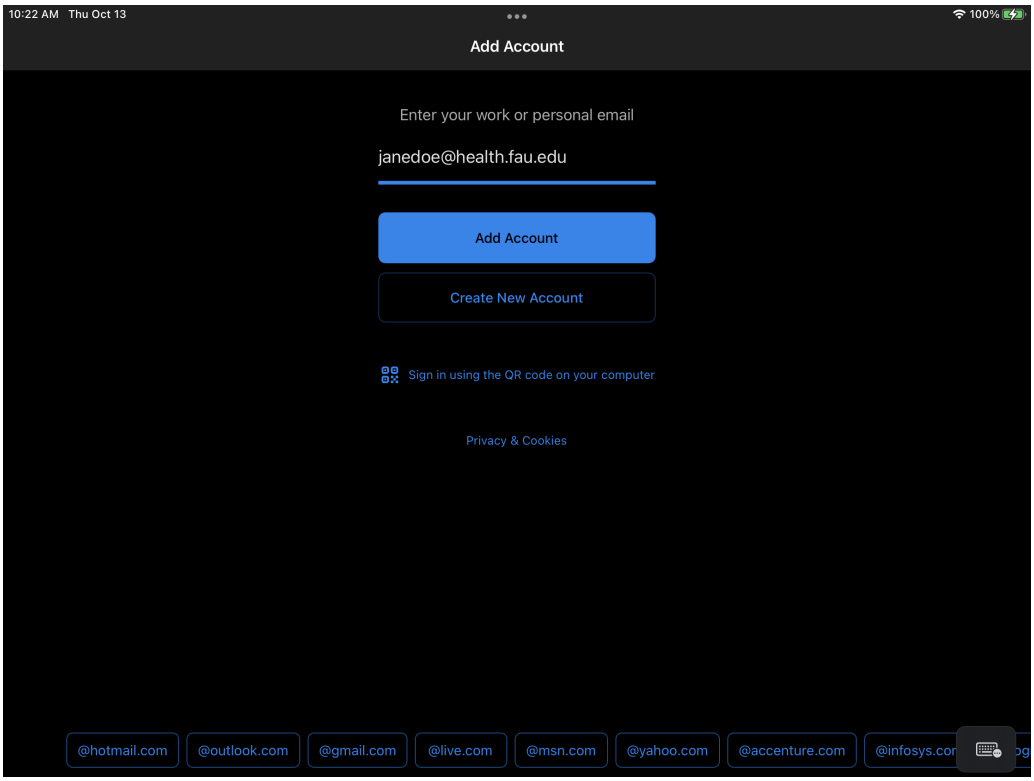
FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt
College of Medicine

Setup Email in iOS Outlook or Mail app

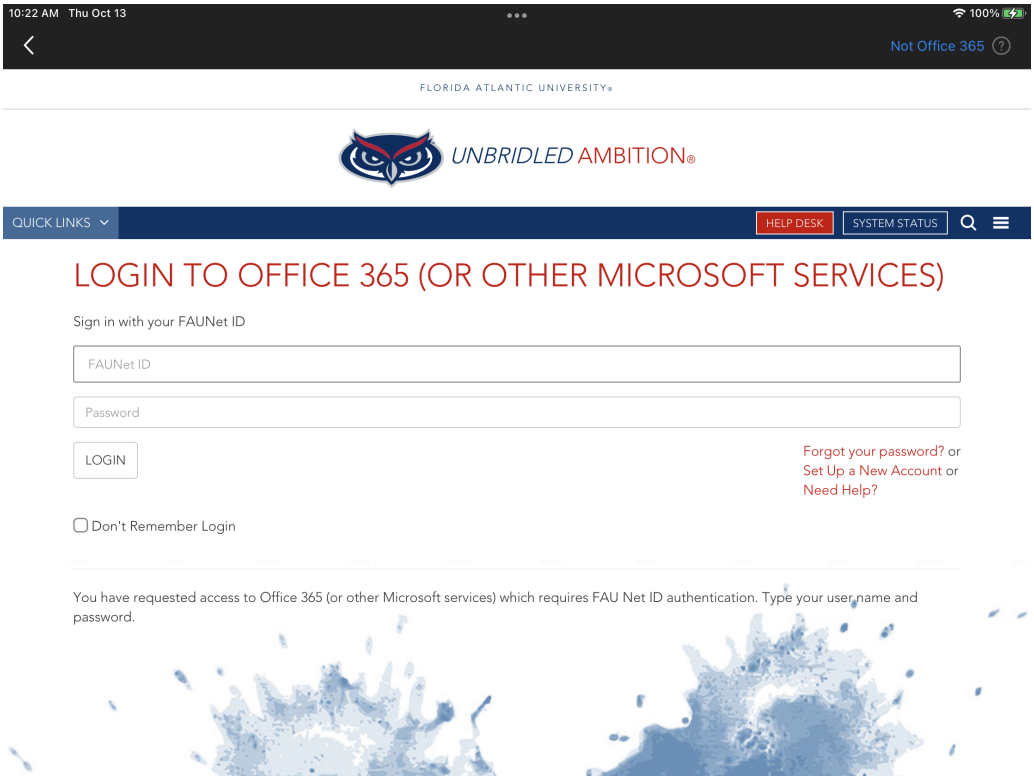
Brian - 2026-01-05 - Email and Collaboration

Outlook iOS app

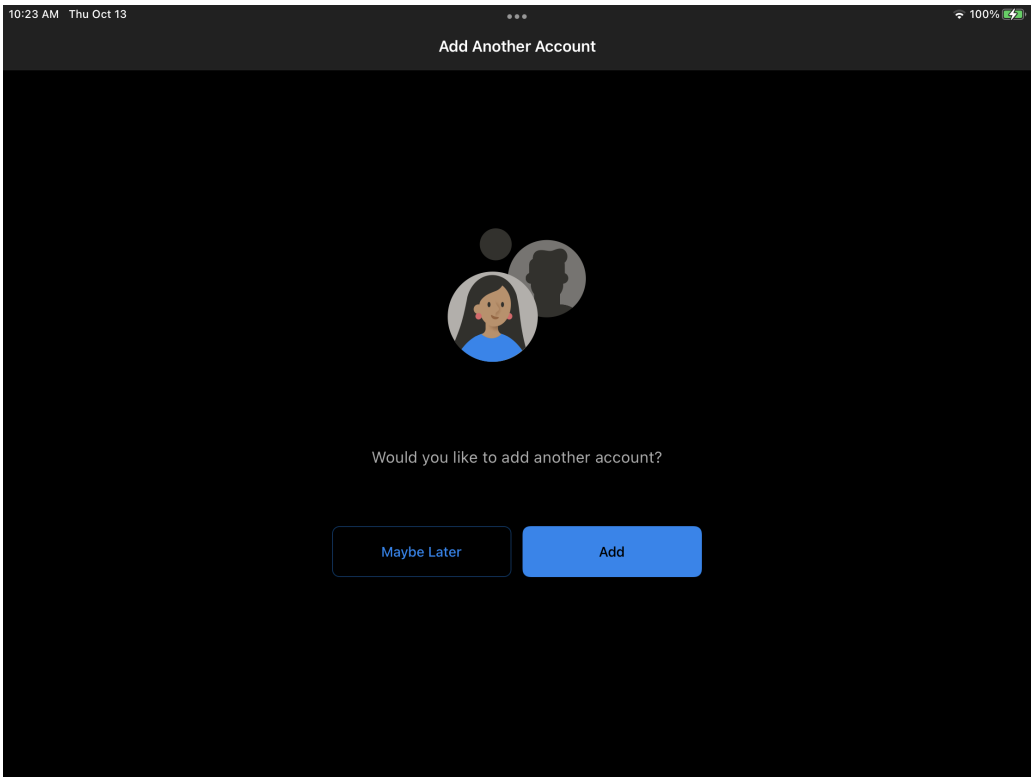
- Download the Outlook app from the App Store.
- Open the Outlook app on your iPhone or iPad, once opened, you will be prompted to sign into an account.
- Type in your full FAU email address and tap Add Account



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



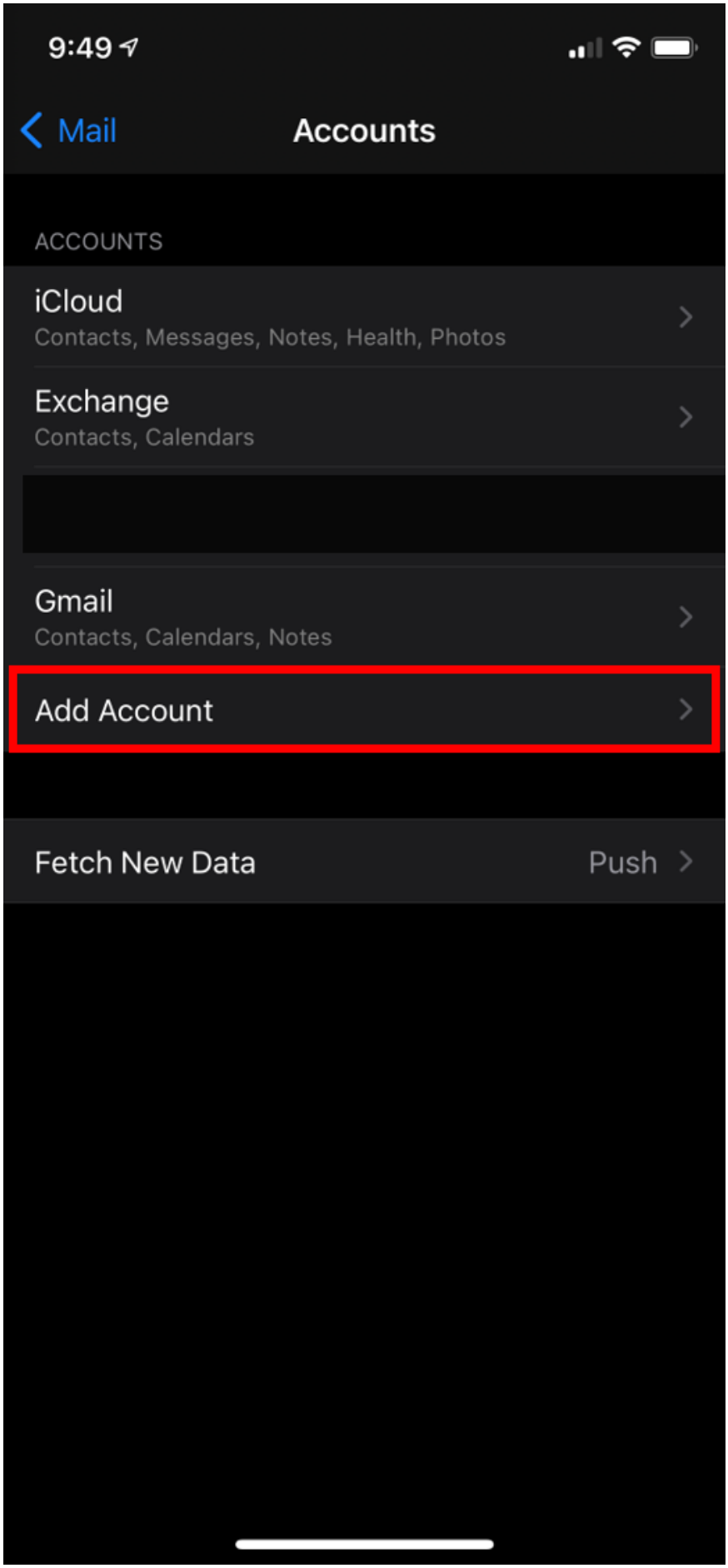
- Once complete, you will be asked if you wish to add another email account, tap Maybe Later. Outlook will download your email but it may take a few minutes to finish.

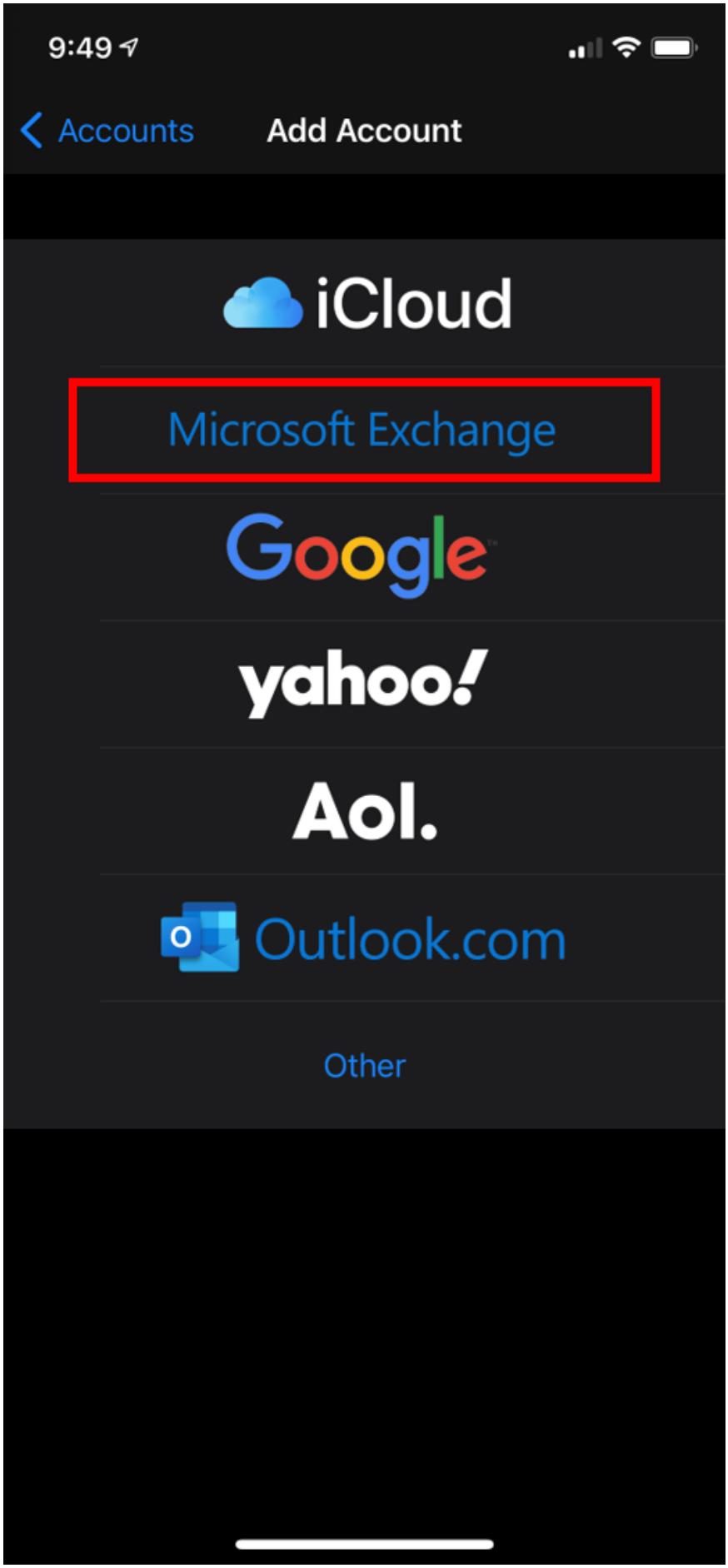


Built-in iOS Mail app setup

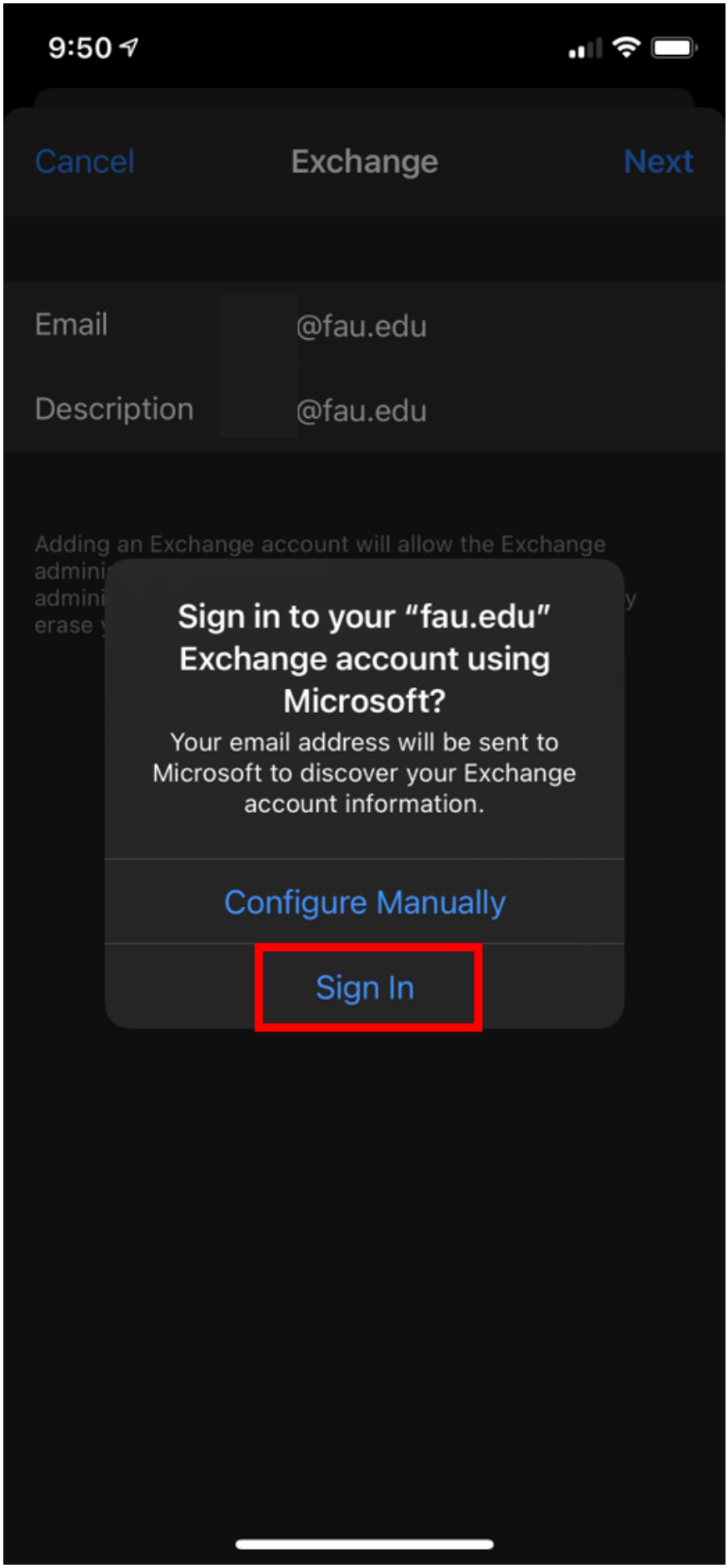
- Go to Settings > Mail, then tap Accounts.

- 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
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.



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UNBRIDLED AMBITION®

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.



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