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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



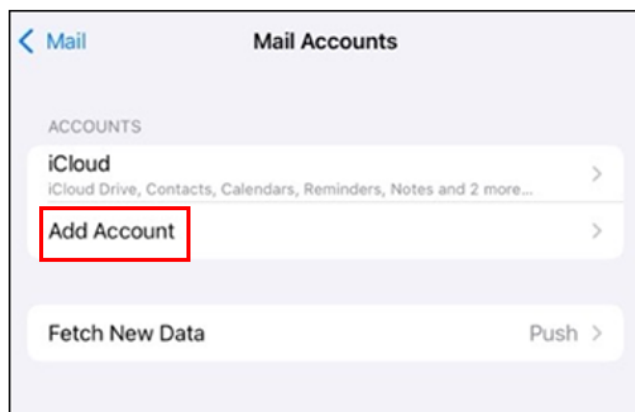
Apps

3. Select Mail

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

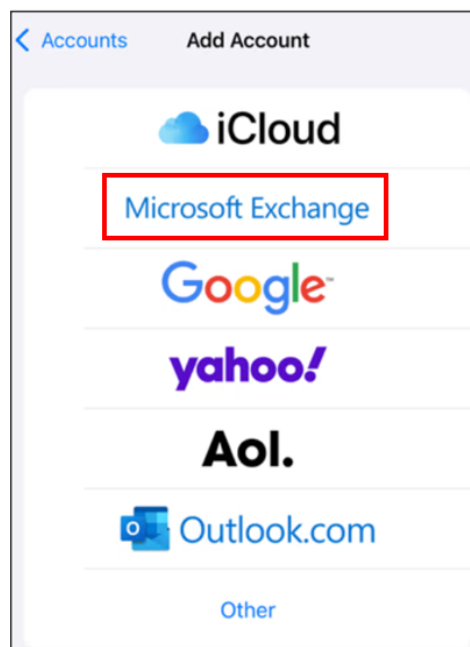


Mail



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)
- For O365 Health users: 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.

