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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

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Add Account	
Enter your work or personal email	
janedoe@health.fau.edu 	
Add Account	
Create New Account	
Sign in using the QR code on your computer	
Privacy & Conkies	
@hotmail.com @gmail.com @live.com @yahoo.com @accenture.com	isys.cor 🕮 og

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

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	FLORIDA ATLANTIC UNIVERSITY®	
	UNBRIDLED AMBITION.	
QUICK LIN	IKS V SYSTEM STATUS	ର ≡
	LOGIN TO OFFICE 365 (OR OTHER MICROSOFT SERVICES) Sign in with your FAUNet ID	
	LOGIN Forgot your password? LOGIN Set Up a New Account on Need Help?	or
	🗆 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.

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		Add Anoth	er Account	
		Would you like to ac	ld another account?	
		Maybe Later	Add	

Built-in iOS Mail app setup

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

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🗸 Mail	Accounts		
ACCOUNTS			
iCloud Contacts, Messages	, Notes, Health, Photos		>
Exchange Contacts, Calendars			>
Gmail Contacts, Calendars	i, Notes		>
Add Account			>
Fetch New Data	ı	Push	>



• 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.



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





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