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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

10:22 AM Thu Oct 13 100%

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 & Cookies

@hotmail.com @outlook.com @gmail.com @live.com @msn.com @yahoo.com @accenture.com @infosys.cor

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

10:22 AM Thu Oct 13 Not Office 365

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QUICK LINKS HELP DESK SYSTEM STATUS Q ≡

LOGIN TO OFFICE 365 (OR OTHER MICROSOFT SERVICES)

Sign in with your FAUNet ID

FAUNet ID

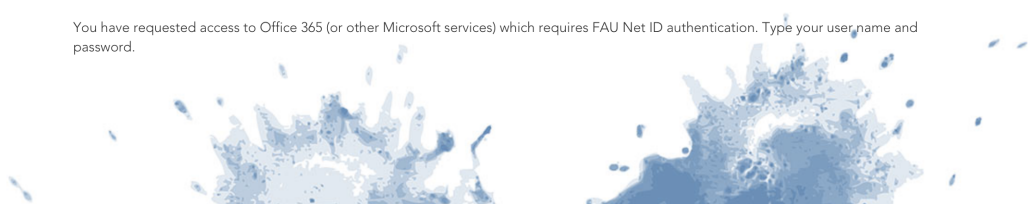
Password

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.

10:23 AM Thu Oct 13 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

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 administrator to manage your account. You can also erase your account information.

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.

9:52



Cancel

🔒 sso.fau.edu

AA ↻

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LOGIN TO OFFICE 365 (OR OTHER MICROSOFT SERVICES)

Sign in with your FAUNet ID

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.