

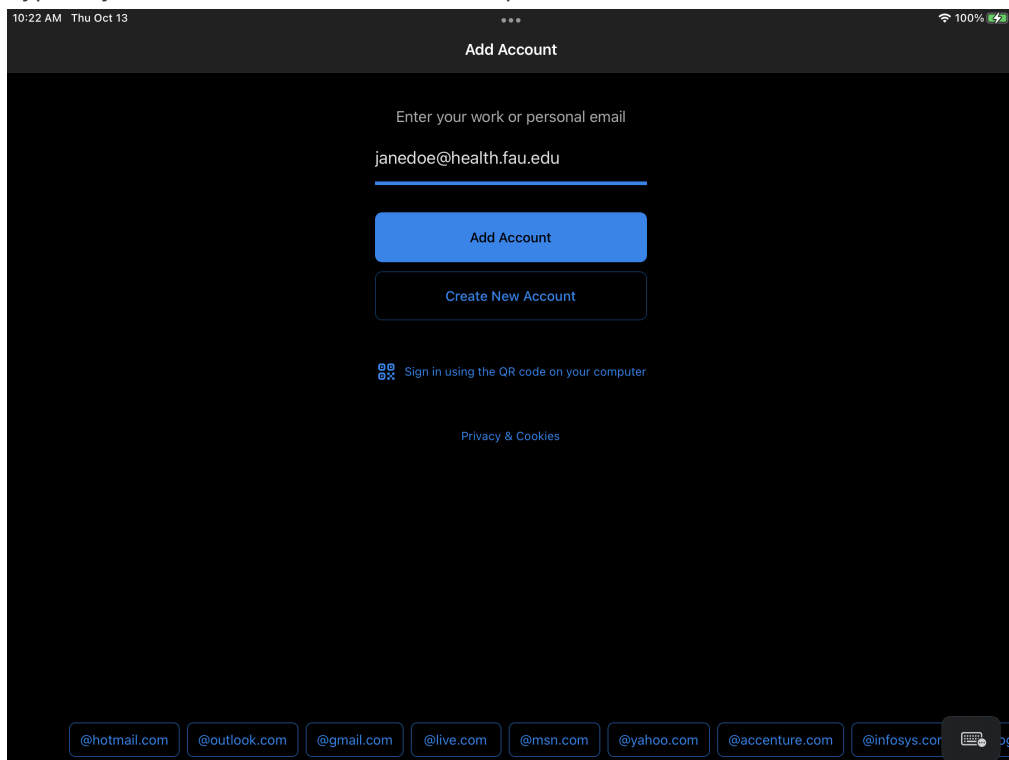


## Setup Email in iOS Outlook or Mail app

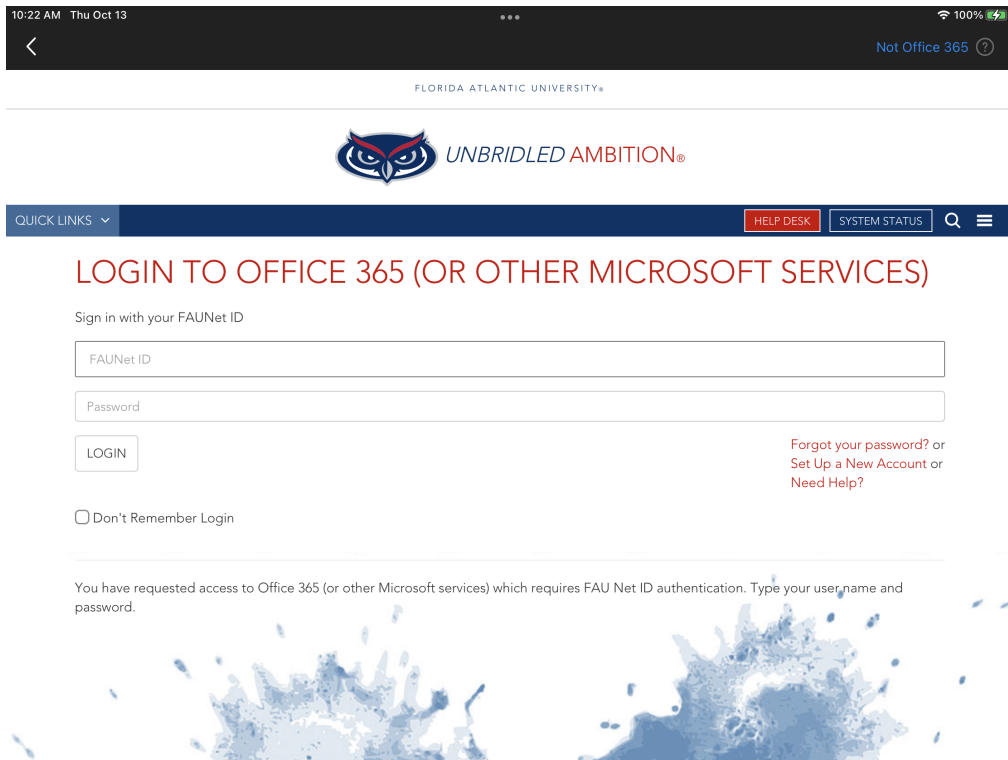
Brian - 2022-10-13 - Email and Collaboration

### Outlook iOS app

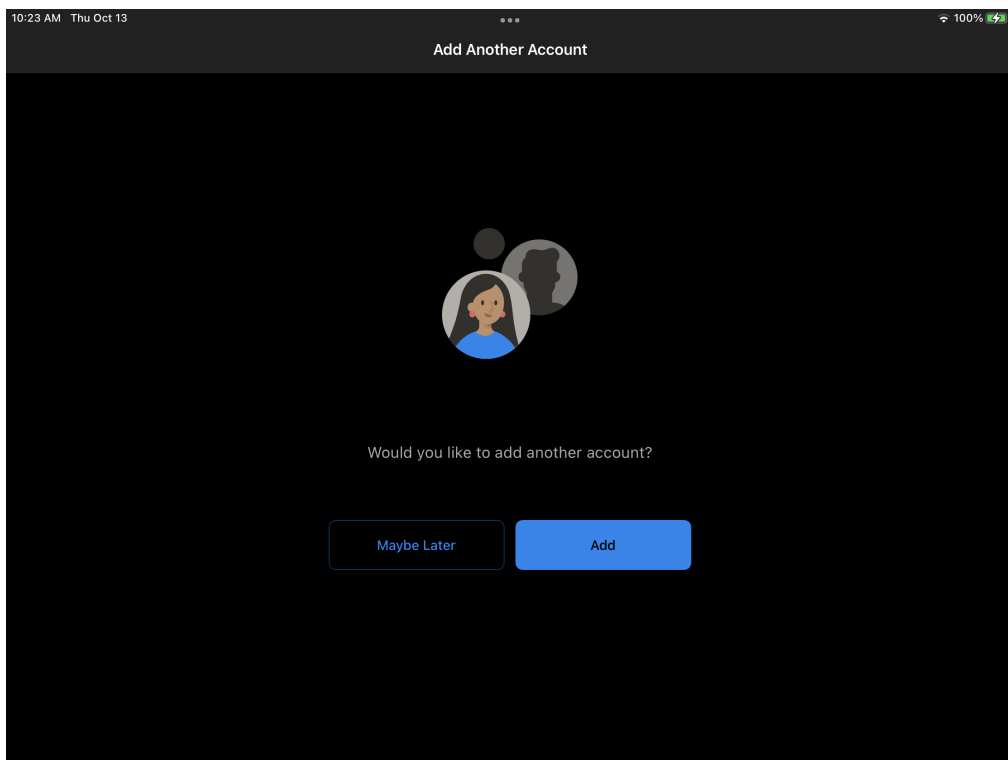
- Download the Outlook app from the App Store.
- Open the Outlook app on your iPhone or iPad, once opened, you will be prompted to sign into an account.
- Type in your full FAU email address and tap Add Account



- 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







 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.