



**SET UP EMAIL USING THE  
IOS MAIL APP TO  
CONNECT TO OFFICE 365**



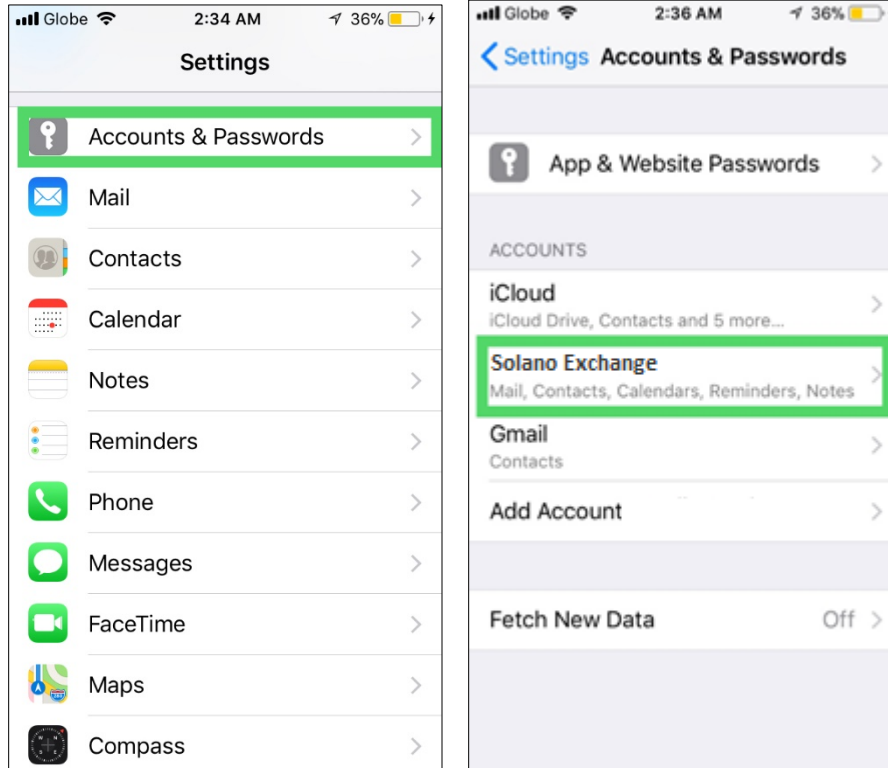
## INTRODUCTION

This document describes steps to set up email using the iOS Mail app to Connect to Office 365.

## STEPS: SET UP EMAIL USING THE IOS MAIL APP TO CONNECT TO OFFICE 365

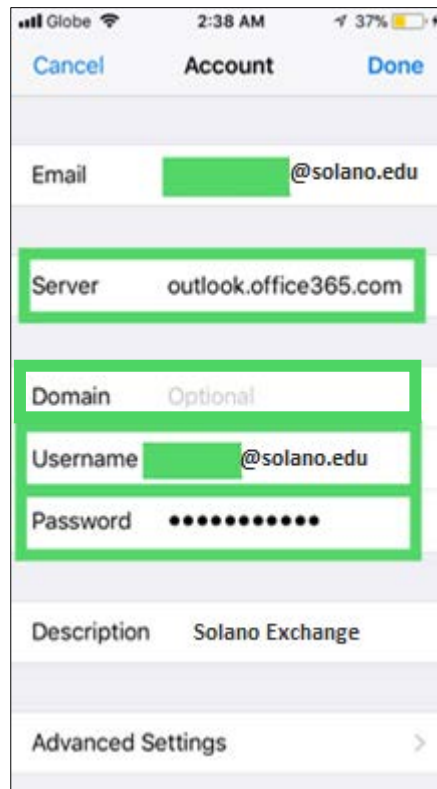
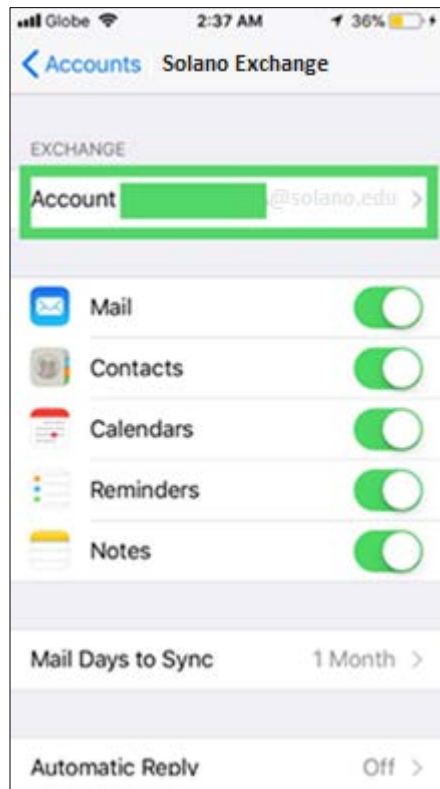
Please follow below steps to set up email using the iOS Mail app to Connect to Office 365:

1. Go to your iPhone or iPad's **Settings** > scroll down and tap **Accounts & Passwords** > **Select your Solano Account**.



**Note:** If you're on iOS 10, go to **Mail** > **Accounts** > **Add Account**.

2. Then, tap on **Account**. You will see the details for your account that we need to reconfigure.
3. Change the **Server to outlook.office365.com**; if there is anything in the **Domain** field, delete it; then type in your **Username** in this format: username@solano.edu, then your **Password**. Tap **Done**.



4. Your email should now have configured to connect to Office 365.