Email: Configure the Mail App on iOS Devices

Users that already had Exchange set up on their devices will need to remove and re-add their University Exchange account. If you are setting up you are configuring the Mail App for Office 365 for the first time, skip to Configure a New Account below.

**NOTES:** If you are required to use Duo Security for email, you’ll need to be using iOS 11 or higher in order to set up your email via the Mail app.

### Delete an Existing Account

1. Launch the Settings app.

2. Tap Accounts and Passwords.

3. Accounts.

4. Tap Exchange.

5. Tap Delete Account.
6. Tap **Delete from My iPhone / iPad / iPod** (button may vary depending on your device).

Deleting this account will remove its calendars, reminders and contacts from your iPhone.

Delete from My iPhone

Configure a New Account

1. Launch the **Settings** app.
2. Tap Accounts and Passwords.

3. Accounts

4. Tap Add Account.

5. Tap Exchange.

6. Type your University email address in the Email field.

7. Type a new description in the Description field (optional).

8. Tap Next.
9. A prompt will appear saying "Sign in to your uwec.edu Exchange account using Microsoft? Your email address will be sent to Microsoft to discover you Exchange account information."

10. Click **Sign In**.

   ![Sign In Button]

   **Sign in to your “uwec.edu” Exchange account using Microsoft?**
   
   Your email address will be sent to Microsoft to discover your Exchange account information.

   **Configure Manually**

   **Sign In**

11. After you accept the “Sign in to your uwec.edu Exchange account using Microsoft?” prompt, you will see the UW-EC Office 365 Login Service page. Type your password.
12. After the password is typed, you will receive the Duo prompt if you have Duo enabled.

13. Tap Accept.
Permissions requested

iOS Accounts
App info

This app would like to:

- Access your mailboxes
- Sign you in and read your profile

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. The publisher has not provided links to their terms for you to review. You can change these permissions at https://myapps.microsoft.com. Show details

Cancel Accept

14. Tap Save.

Manually Configure a New Account

If you are prompted with a page similar to the following picture, enter the following:
1. Tap **Email** and enter your UW Eau Claire email address.
2. Tap **Server** and type *outlook.office365.com*.
3. Enter **uwec** as the domain.
4. Type in your UW Eau Claire **Username**.
5. Type in your UW Eau Claire **Password**.