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

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**Configure a New Account**

1. Launch the **Settings** app.

![Settings icon]

2. Tap **Accounts and Passwords**.

![Accounts & 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 your Exchange account information.”

10. Click **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.
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**.