

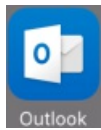
Email: Configure the Outlook App on iOS Devices

Last Modified on 03/01/2021 10:17 am CST

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 your configuring the Outlook App for Office 365 for the first time, skip to [Configure a New Account](#) below.

Delete an Existing Account

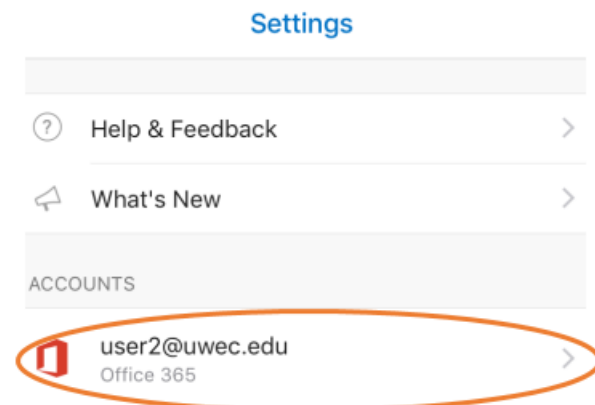
1. Launch the *Outlook* app.



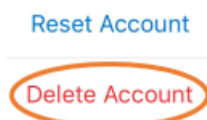
2. Tap **Settings**.



3. Tap your Exchange account, which is typically displayed as your email address.



4. Tap **Delete Account**.



5. Tap **Delete From This Device**.

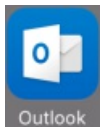
Delete account from this device or from all mobile devices where Outlook has been installed?

Delete From This Device

Delete From All Devices

Configure a New Account

1. Launch the *Outlook* app.



2. Tap **Get Started**.
3. Tap **Notify Me** (unless you do not wish to receive email/event notifications).



Get Notified

Don't miss out on important emails or calendar events



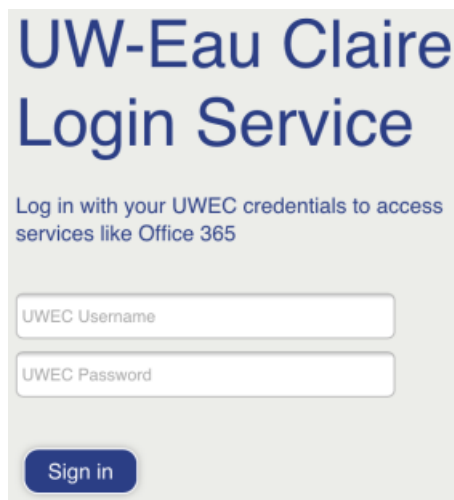
4. Type your University email address in the email address field.
5. Tap **Add Account**.

Enter your work or personal email address.

yourname@provider.com

Add Account

6. Type your University username in the *UWEC Username* field.
7. Type your University password in the *UWEC Password* field.
8. Tap **Sign In**.



The image shows a login screen for UW-Eau Claire. At the top, it says "UW-Eau Claire Login Service" in a large blue font. Below that, it says "Log in with your UWEC credentials to access services like Office 365". There are two input fields: "UWEC Username" and "UWEC Password". At the bottom, there is a blue button labeled "Sign in".

9. Tap **Maybe Later**.
10. Tap **Skip**.

