Email: Configure the Outlook App on iOS Devices

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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).
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 button](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**.
9. Tap **Maybe Later**.

10. Tap **Skip**.