

## Setup email on Apple iPhone, iPad, and iPod Touch

---

### Faculty/Staff email (Cloud) Apple iPhone, iPad and iPod Touch Syncing

1. If this is the first email account on your iPhone, tap **Mail**. Otherwise, tap **Settings > Mail, Contacts, Calendars > Add Account**
2. Tap **Microsoft Exchange**.
3. You don't need to type anything in the **Domain** box. Type the information requested in the **Email, Username, and Password** boxes (Note: Your Island ID password did not change. Continue use the Island ID password that you've been using to access your account). You need to type your full email address in the **Email** and **Username** boxes (for example, [FirstName.LastName@tamucc.edu](mailto:FirstName.LastName@tamucc.edu)).
4. Tap **Next** on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account. Go to step 7 if your mail program finds your settings.
5. If your iPhone can't find your settings, you'll need to manually enter **outlook.office365.com** for your server name.
6. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. By default, Mail, Contacts, and Calendar information are synchronized.
7. If you're prompted to create a passcode, tap **Continue** and type a numeric passcode. If you don't set up a passcode, you can't view your email account on your iPhone. You can set up a passcode later your from iPhone settings