



Configuring Your Office 365 Account on your iOS Device

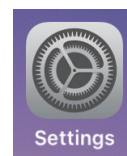
Office 365 is UMass Dartmouth's email, calendar, and collaboration solution. To use Office 365 on your iOS device, you must add your account as described in this document. *Note that iOS 11 or newer is required.*

For University-owned devices, please use the **Self Service** app rather than these instructions. If you do not see the Self Service app, your device may not be enrolled. Please contact the IT Service Center for more information.



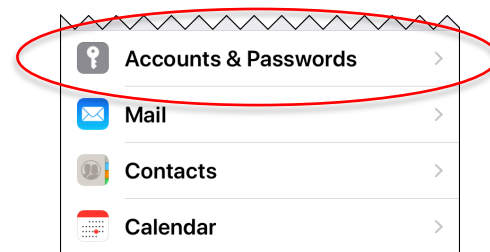
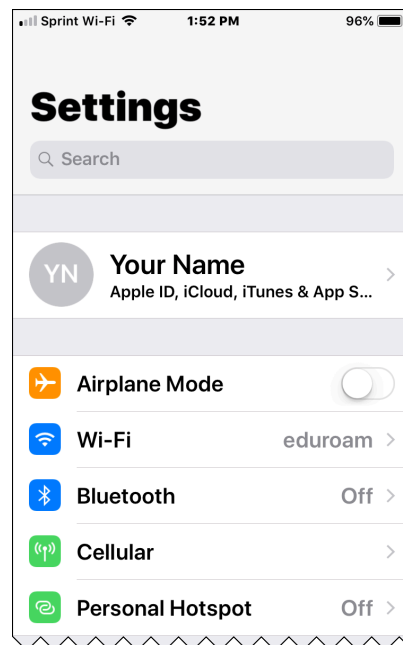
For assistance, Faculty and Staff should contact the IT Service center at 508-999-8790 or email itscenter@umassd.edu, and Students should contact CorsairTech at 508-999-8 040, email corsairtech@umassd.edu, or visit CorsairTech at the Library first floor Help Desk.

1. Open your device, then open the Settings app, as shown here. The Settings app is displayed. Note that the images in this document depict iOS 11.4.1 on an iPhone 7. Your device may appear differently.



Important: Your device must have internet access to complete this procedure!

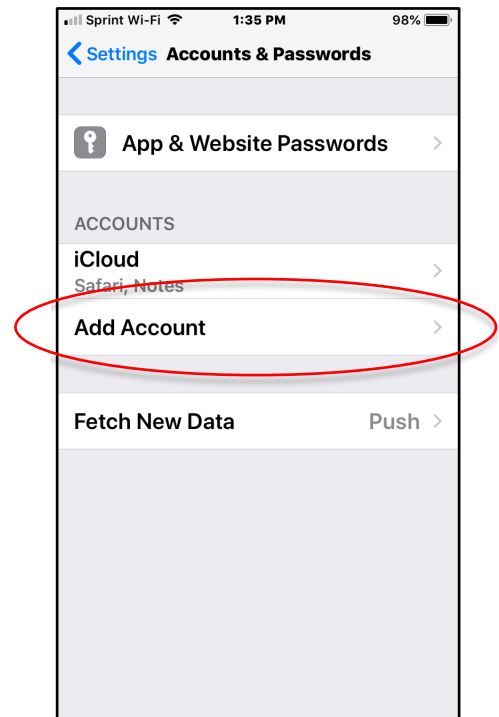
2. Scroll down, and tap to open the **Accounts & Passwords** settings.





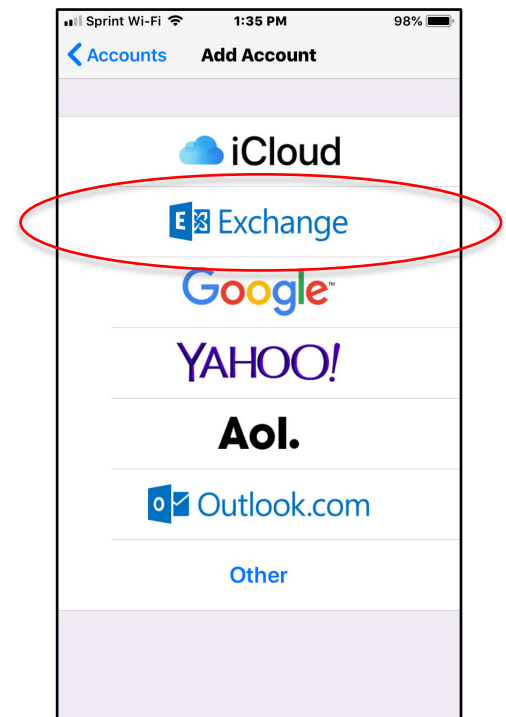
The Accounts & Passwords settings are displayed.

3. Tap **Add Account**.



The Add Account options are displayed.

4. Tap to select **Exchange**.





The Exchange account details are displayed.

5. Enter your UMass Dartmouth **Email** address and **Password** into the fields provided.

Change the **Description** to read
“UMassD Office 365” or something similar.

Tap the **Next** link at the top.

The screenshot shows the 'Exchange' setup screen. At the top, there are three links: 'Cancel', 'Exchange', and 'Next'. The 'Next' link is circled in red. Below the links, there are two input fields: 'Email' with the value 'flastname@umassd.edu' and 'Description' with the value 'UMassD Office 365'. Below these fields, there is a section for 'Exchange Device ID' with the value 'TR1RQCAUQH1HRERAIL5OEF9590'. At the bottom, there is a numeric keypad and a QWERTY keyboard. The 'Next' button is circled in red.

6. An Exchange Sign in dialog box is displayed.
Tap **Sign In**.

The screenshot shows the 'Exchange' setup screen with a dialog box overlaid. The dialog box has the title 'Sign in to your "umassd.edu" Exchange account using Microsoft?'. Below the title, it says 'Your email address will be sent to Microsoft to discover your Exchange account information.' At the bottom of the dialog box, there are two buttons: 'Configure Manually' and 'Sign In'. The 'Sign In' button is circled in red.



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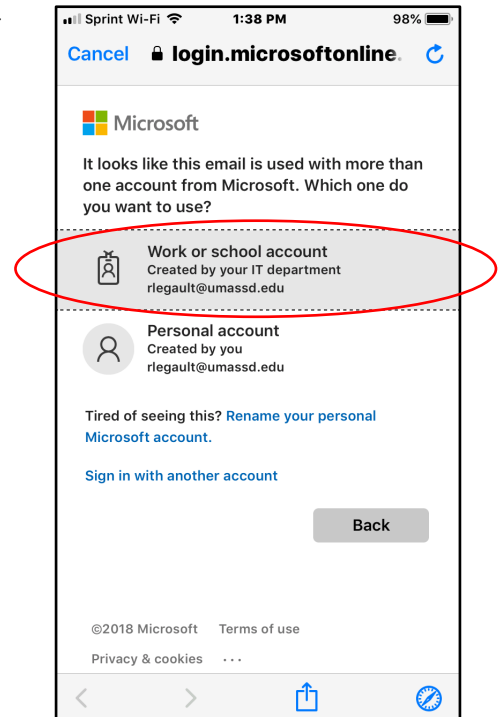
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7. The Microsoft Online login page is displayed.

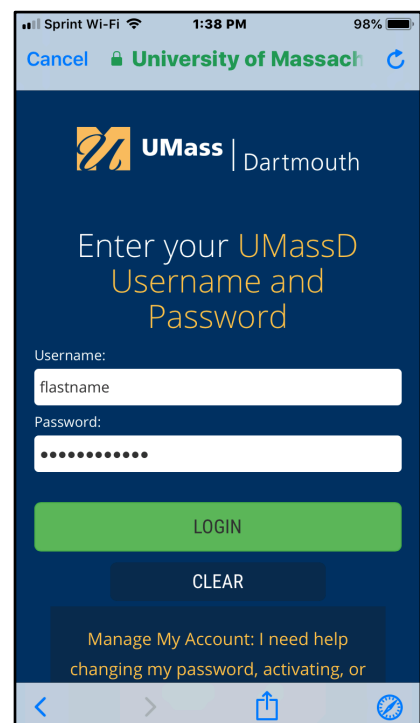
Tap to select **Work or school account**.



8. The UMassD Logon page is displayed.

Enter your UMassD Logon Username and Password into the fields provided.

Tap the **Login** button.



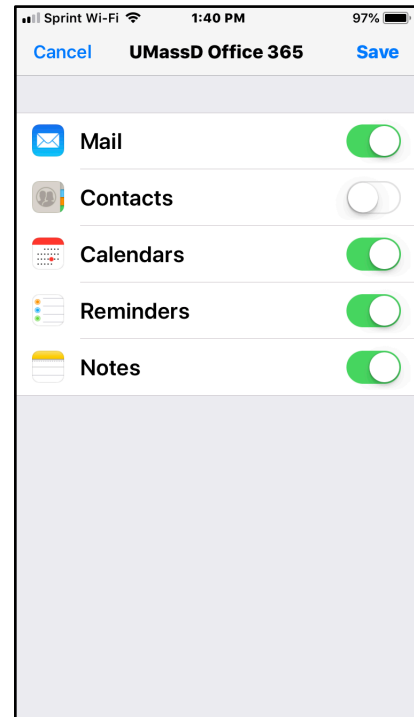


9. Choose which services to synchronize.

Slide the control next to each service to the right to turn synchronization on.

Note:

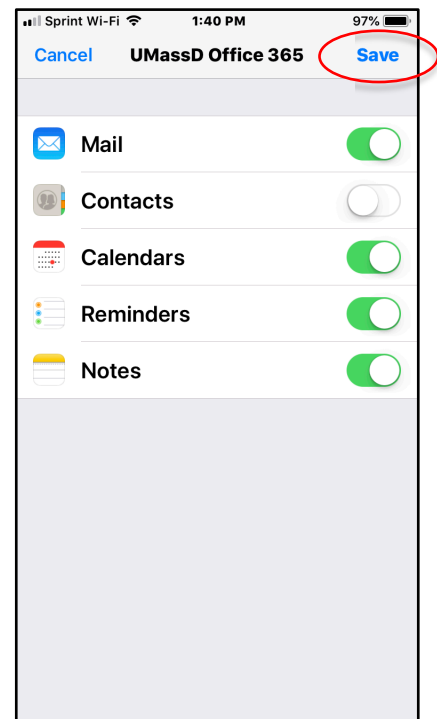
Contacts may be turned 'off' by default.



10. Tap the **Save** link at the top to complete the setup process.

Setup is Complete.

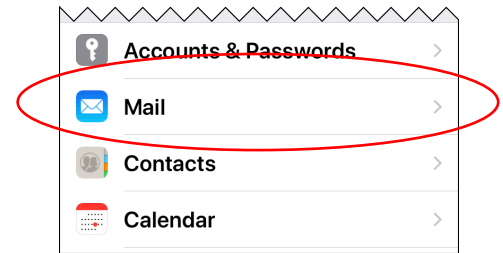
Tap the Settings link in the upper left to return to the Settings application.



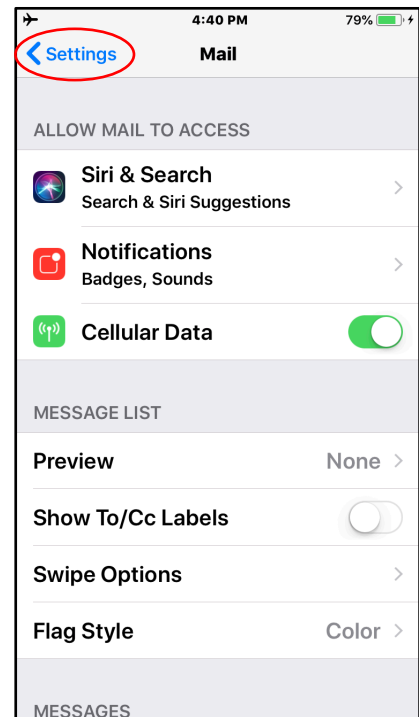


11. Remember that the Mail settings are separate from the account setup process.

Tap **Mail** in the Settings app to access the mail settings.



Make any desired changes, then tap the **Settings** link at the top to exit the Mail settings.

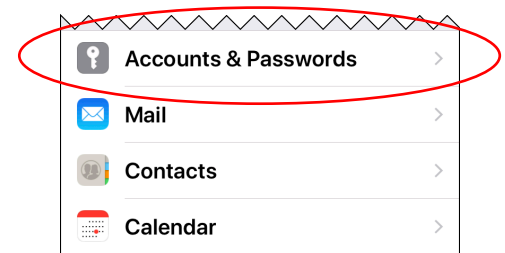
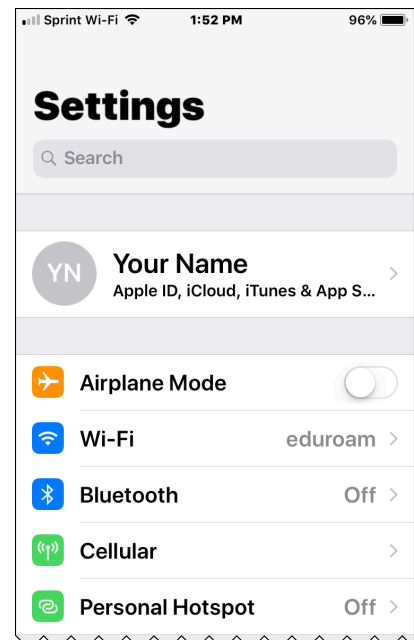
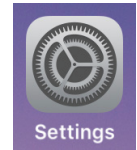




Troubleshooting Tips

When solving problems with Mail, it is often helpful to delete your Office 365 email account from your mobile device, then replace it. All email messages and calendar events are stored on the server, so you will not lose any data if you follow this procedure.

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The Settings app is displayed.
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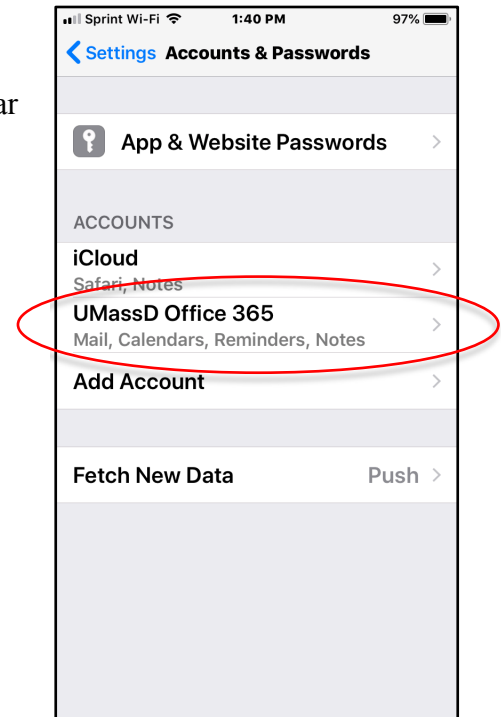




3. The Accounts and Passwords settings are displayed.

Your UMass Dartmouth account should appear in the accounts list.

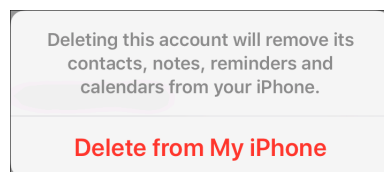
Tap to select it.



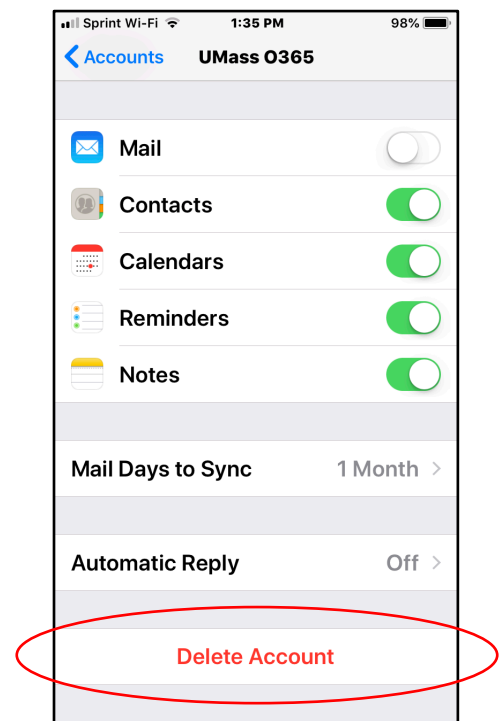
4. The account synchronization settings are displayed.

Scroll to the bottom, and tap **Delete Account**.

A confirmation dialog box is displayed.



Tap **Delete from My iPhone or iPad**.



5. To add your account back onto your device, follow steps 1-10, starting on page 1.