



Configuring Your Office 365 Account on your iOS Device

Office 365 is UMass Dartmouth’s email, calendar, and collaboration solution, replacing Zimbra Collaboration Suite. To use Office 365 on your iOS device, you must add your account as described in this document.

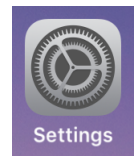
For University-owned devices, please use the **Self Service** app rather than these instructions. If you do not see the Self Service app, your device may not be enrolled. You can self-enroll by following the instructions available here:

http://www.umassd.edu/media/umassdartmouth/cits/pdfs/Casper_iOS.pdf



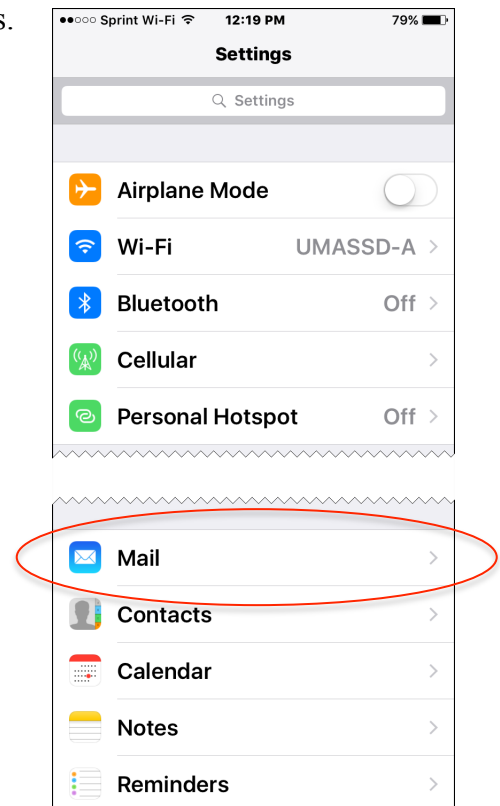
For assistance, Faculty and Staff should contact the IT Service center at 508-999-8790 or email itscenter@umassd.edu, and Students should contact CorsairTech at 508-999-8040, email corsairtech@umassd.edu, or visit CorsairTech at the Library first floor Help Desk.

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 10.1.1 on an iPhone 7. Your device may appear differently.



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

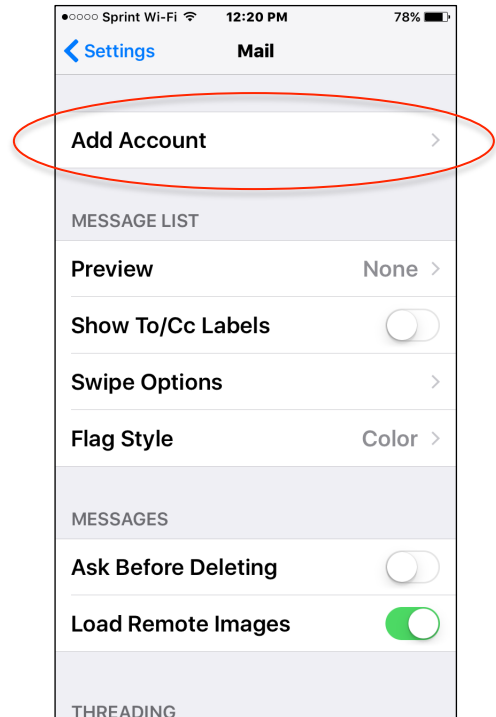
2. Scroll down, and tap to open the **Mail** settings.





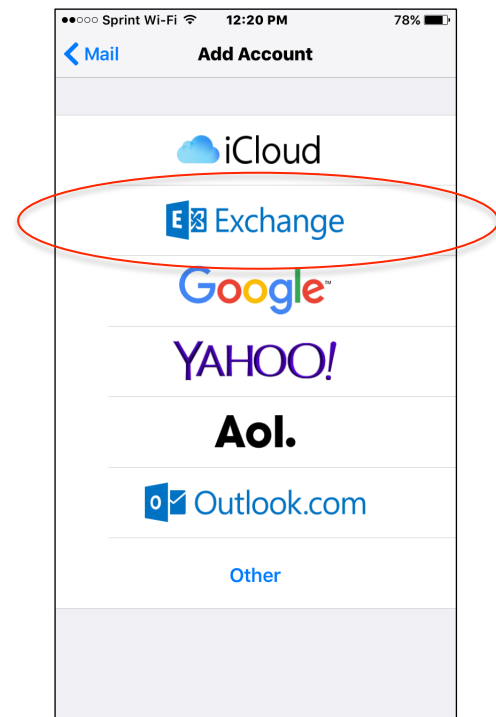
The Mail settings are displayed.

3. Tap **Add Account**.



The Add Account options are displayed.

4. Tap to select **Exchange**.



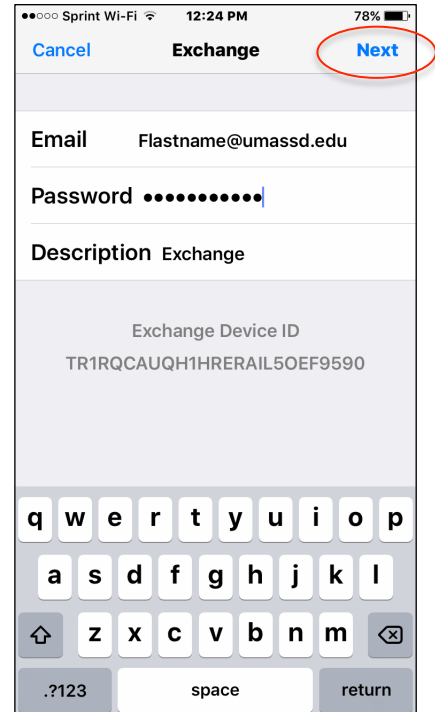


The Exchange account details are displayed.

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

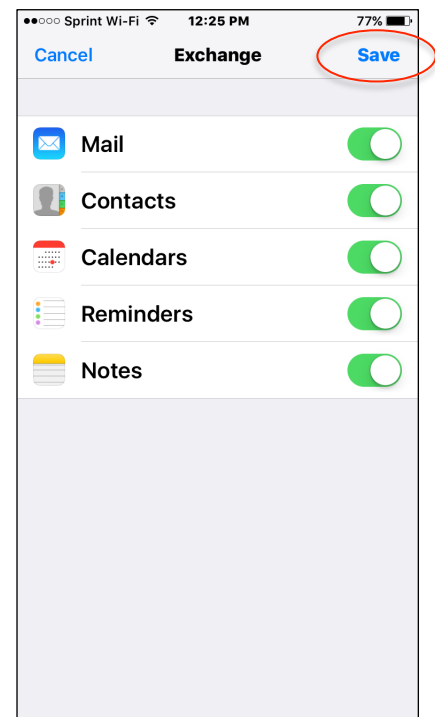
Change the **Description** to read “UMassD Office 365”.

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



6. Choose which services to synchronize. Slide the control next to each service to the right to turn synchronization on.

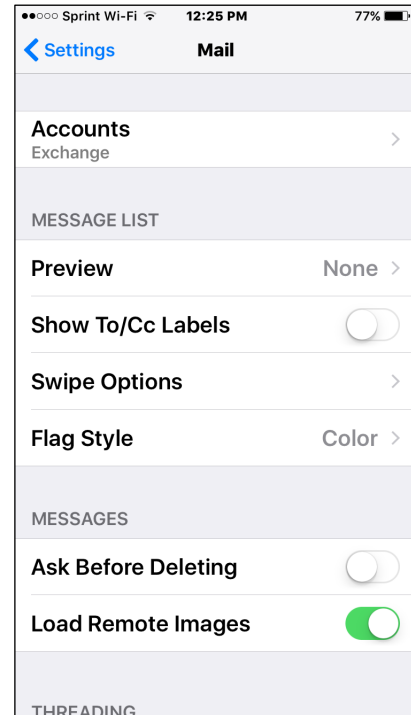
Note:
Contacts may be turned ‘off’ by default.



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



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



9. To remove your Zimbra account from your device, tap to select it in the Accounts list.

*Make sure that you select the correct account!
Your Zimbra and Office 365 accounts may
have similar names.*

Then, scroll to the bottom, and tap **Delete Account**.

