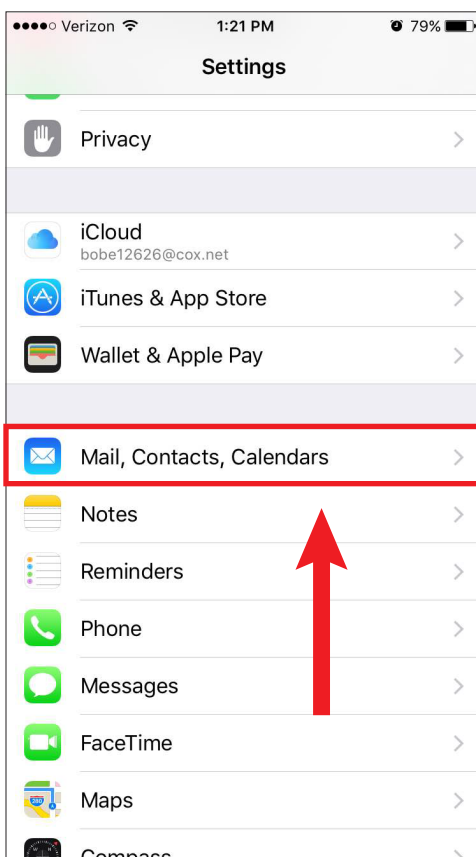
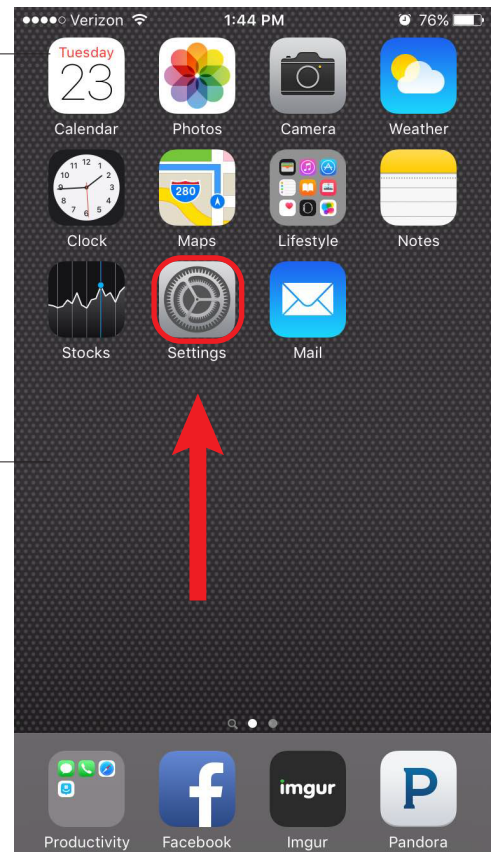


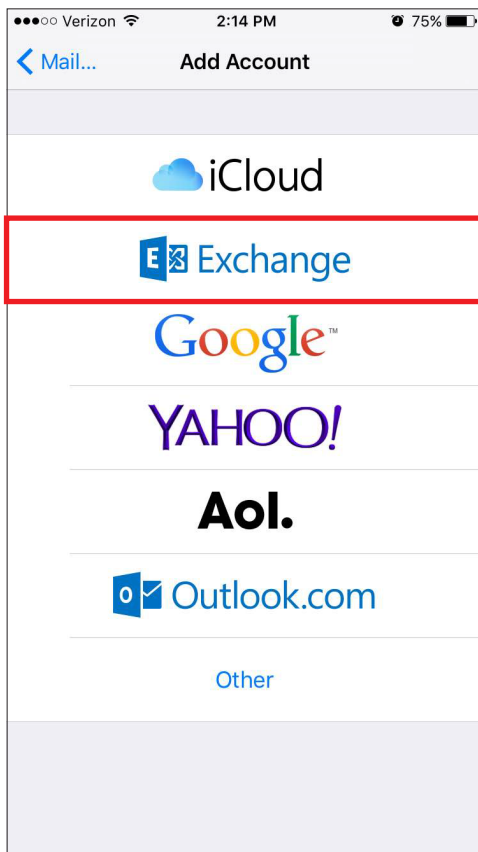
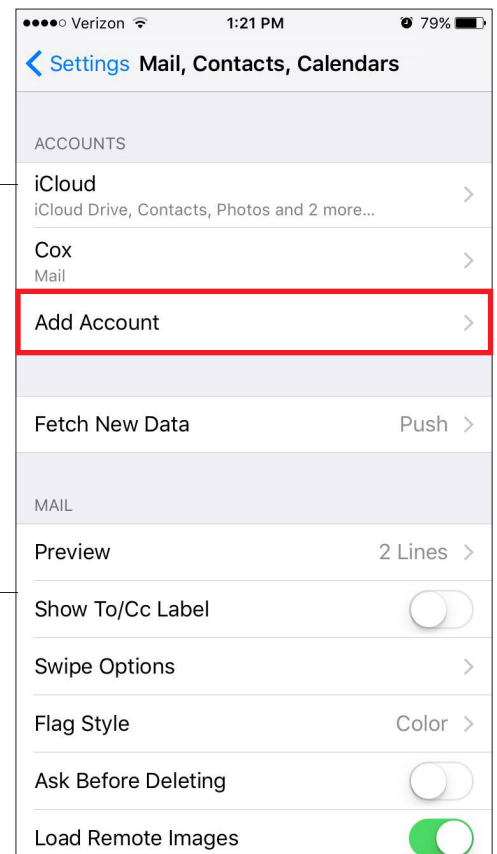
Office 365 Setup Guide for IOS Devices

Click the **Settings** icon on your home screen.



Scroll down and click **Mail, Contacts, and Calenders**.

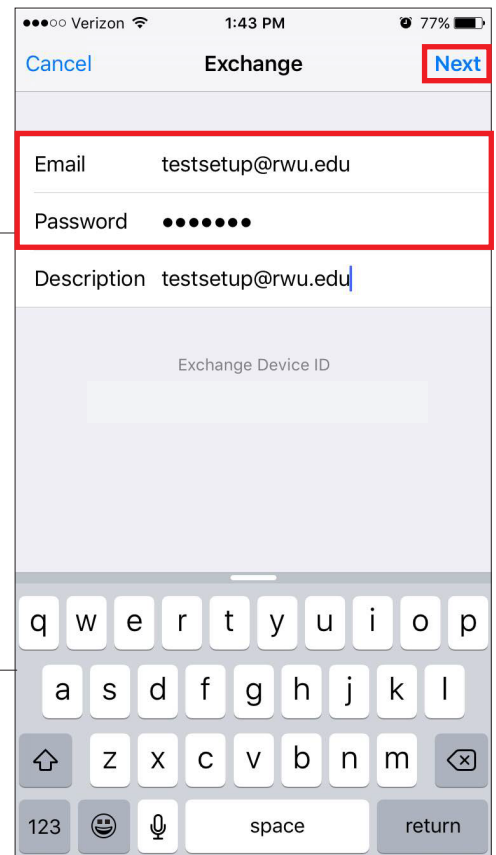
Click the **Add Account** tab in the list of settings.



Select **Exchange** in the Add account menu.

Enter your **RWU e-mail** into the **Email** field. Enter your password into the **Password** field. If you have not changed your password, the default is the initials of your first and last name, followed by the last four digits of your social security number, followed by RWU (ex. jd1234RWU). If you have changed it in the past, use the password you have created.

Once finished, click **Next** on the top right corner of the screen.



Cancel Exchange Next

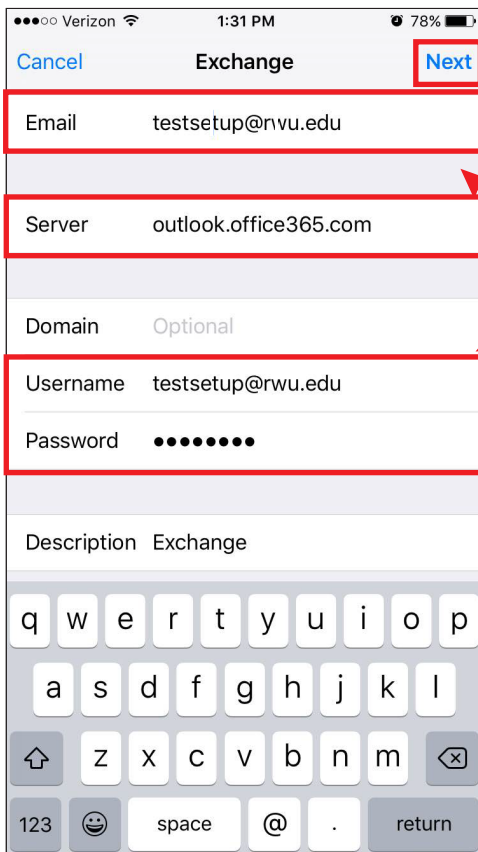
Email testsetup@rwu.edu

Password •••••••

Description testsetup@rwu.edu

Exchange Device ID

q w e r t y u i o p
a s d f g h j k l
↑ z x c v b n m ↵
123 ☺ 🗣 space return



Cancel Exchange Next

Email testsetup@rwu.edu

Server outlook.office365.com

Domain Optional

Username testsetup@rwu.edu

Password •••••••

Description Exchange

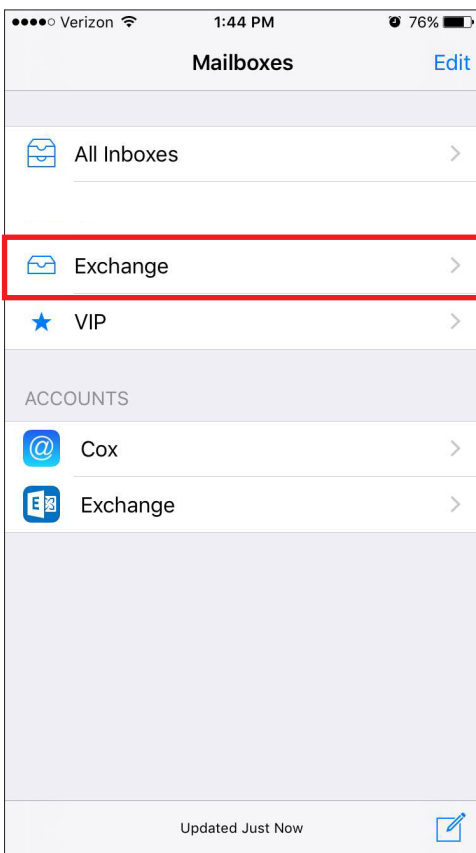
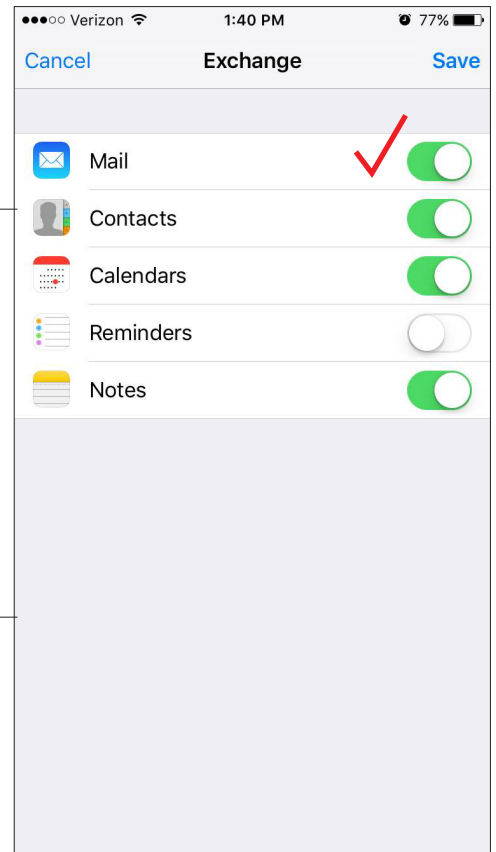
q w e r t y u i o p
a s d f g h j k l
↑ z x c v b n m ↵
123 ☺ space @ . return

The username will be the first initial of your first name, your last name, followed by @rwu.edu. (ex. jdoe@rwu.edu). Enter this address in **BOTH Email** and **Username** fields.

Enter **outlook.office365.com** into the **Server** field.

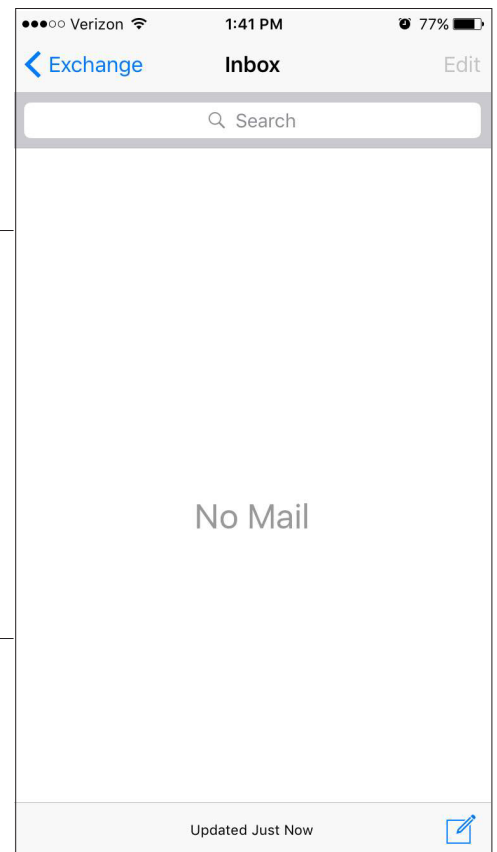
The password is the initials of your first and last name, the last four digits of your social security number, followed by RWU (ex. jd1234RWU).

After you e-mail account is verified, you will be able to choose which options you would like synced with your account. Ensure that you at least have **Mail** enabled.



Once all of your settings have sync, the Mailboxes page will open. To access your inbox, click the **Exchange** button.

After clicking Exchange, you will be sent to this screen. Your messages will be loaded onto this screen once everything has synced.



If you have any questions, please do not hesitate to contact the **MediaTech** Desk by phone at **(401) 254-6363**, or at the **MediaTech** Help Desk located in the **RWU Main Library**.