Office 365 Setup Guide for IOS Devices

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

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

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 synce, the Mailboxes page will open. To access your inbox, click the Exchange button.
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.

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