# Office365 Email - IOS

## Description

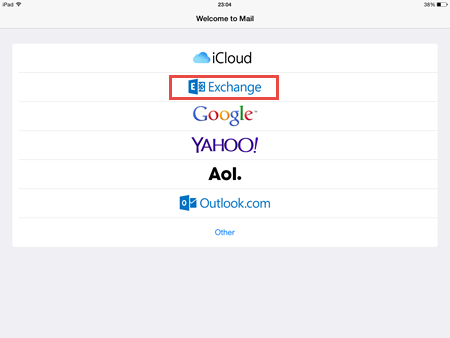
This documents describes the steps needed for a user to configure their IPhone or IPad to check UEL email and how to reconfigure their device to tale to Office365 after the migration.

## Configuring Office365 for IOS

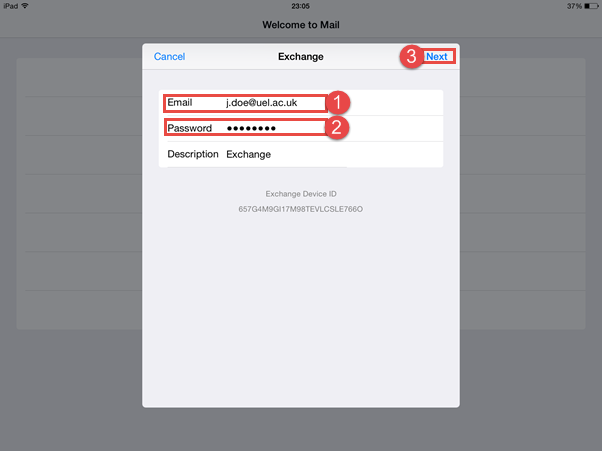
* Unlock the IPad/IPhone
* Select Mail



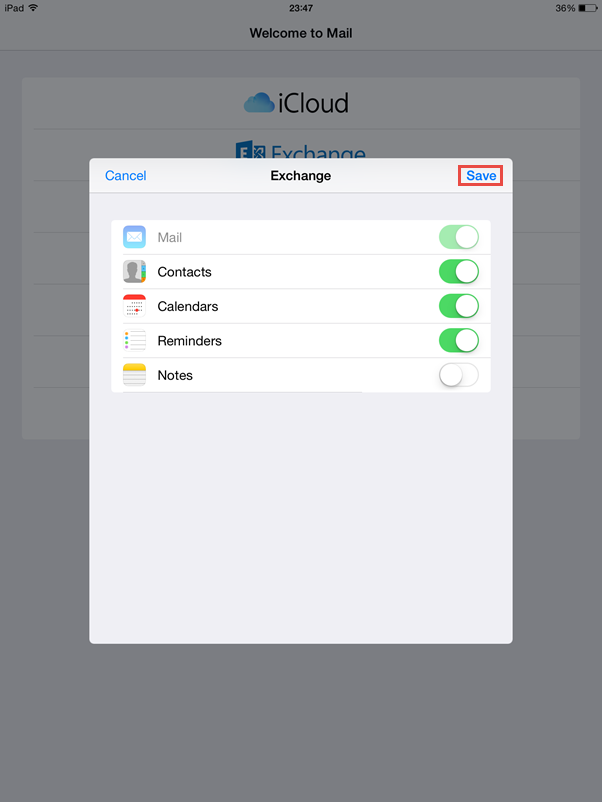
* Select Exchange



* Enter your username
* Enter your password
* Click Next



* Click Save

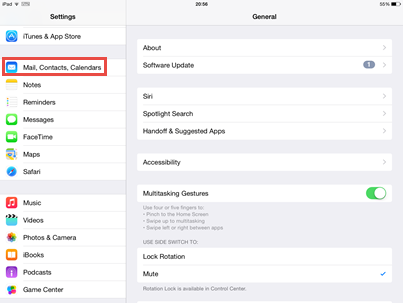


## Reconfiguring IPhone/IPad after Migration

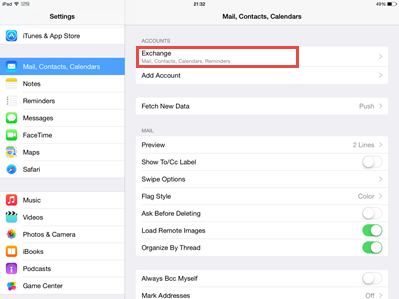
* Unlock IPad/IPhone
* Select Setting



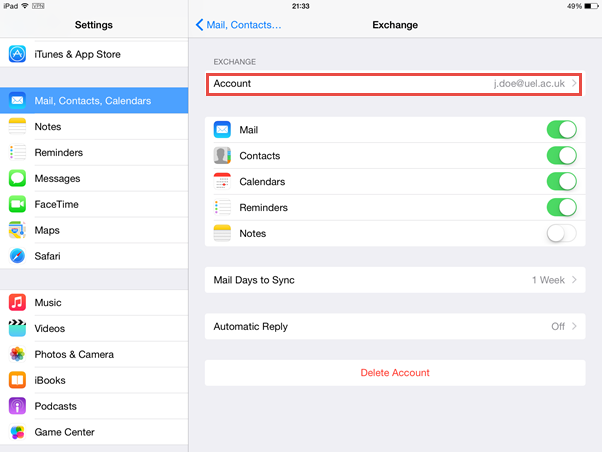
* Select Mail, Contact, Calendar



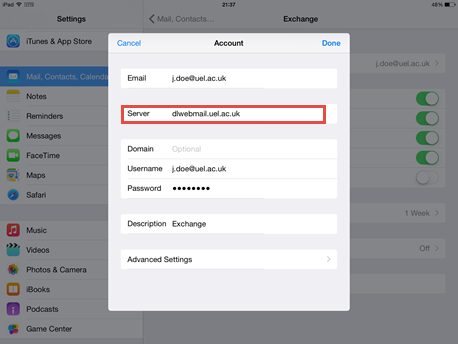
* Select Exchange account



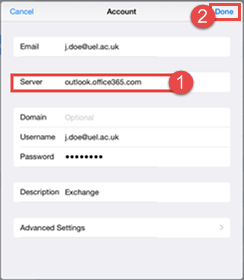
* Select Account



* Select server
* Please Note: The server may be dlwebmail.uel.ac.uk or st-webmail.uel.ac.uk



* Enter outlook.office365.com
* Select Done



It will take a few minutes for the reconfiguring to take effect.

## More Information

N/A

## Properties

**Affected Products: (Bold)**

IPhones

IPad

**Written by:**

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**Date Written:**

02/03/2015