

Set up iPhone or iPad for email, calendar and contacts

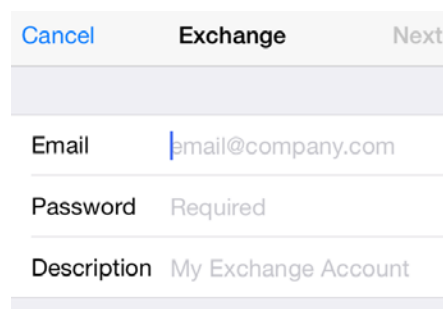
You can connect to your Office 365 or other Exchange-based email on an iPhone or iPad. When you set up an Exchange account on your phone or tablet, you will be able to access and synchronise your email, calendar and contacts.

1. If this is the first email account on your iPhone, select **Mail**. Otherwise, select **Settings > Mail, Contacts, Calendars > Add Account**

2. Select **Microsoft Exchange**

3. Enter your full email address, for example jsmith@unitec.ac.nz, your Password and set the Description to **Unitec Email**.

Then select **Next** on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account. Skip to Step 5 if your mail program finds your settings.

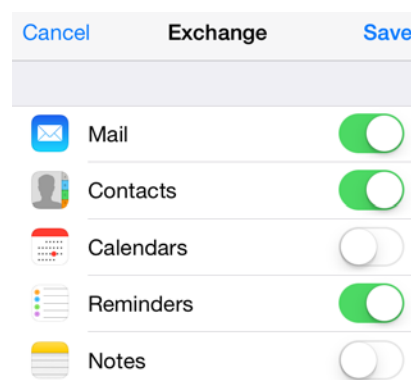


4. If your iPhone cannot find your settings, you will need to manually enter your server name. If you are connecting to your Office 365 email, in **Server**, enter **outlook.office365.com**.

5. Choose the type of information you want to synchronise between your account and your device.

By default, **Mail**, **Contacts** and **Reminders** information is synchronised. To synchronise your Calendar, switch on the **Calendars** button.

Then select **Save**.



6. If you are prompted to create a passcode, select **Continue**, and enter a numeric passcode. If you do not set up a passcode, you cannot view your email account on your iPhone.

Using your email on mobile devices

Once you set up or Office 365 email account on your iPhone or iPad, your email will be like any other email accounts on your device. Here's what you can do:

To check email – On the Home screen, tap **Mail**. If you have multiple accounts, tap **Unitec Email**.

To send email – Tap **Edit** . Add recipients, write your email and tap **Send**.

To reply to an email – Tap **Reply** . When you are done tap **Send**.