

# Connect an IOS Device to UMW Email

You can connect to your Office 365 or other Exchange-based email using the email app that is installed on your Apple iPhone, iPad, or iPod Touch. When you connect to your account using the Microsoft Exchange method, you'll be able to access and synchronize your email, calendar, and contacts.

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1. Select your **Settings** icon.
2. Scroll down and select the **Mail, Contacts, Calendars** section.
3. Select **Add Account**.
4. Choose **Exchange** for the account type.
5. Enter the value for the required fields and select **Next**:
  - **Email:** Your UMW email address (firstname.lastname@umwestern.edu)
  - **Password:** Use the password that you use to access your account.
  - **Description:** The name your iOS device will display for this configured account
6. Your device will try to configure the rest of the setup automatically.
  - If your device does not automatically configure you will need to enter in the **Server** as **outlook.office365.com** and choose **Save**.
7. Select the tools you would like to sync to your phone by sliding the switch to each green/right for on or white/left for off.
8. Select **Save** to complete the setup and start using your account.