Setup Office 365 on iOS

It's best to run an up to date operating system on your iPhone. The instructions below will lead you step by step through the process of setting up your Duke Office 365 email on your iPhone or iPad.

1. Make sure that your device is running the latest version of the software that it can be. Select Settings from the home screen and then select General followed by Software Update. Always create a backup of your device either through iCloud or iTunes on your computer. Maintain this backup.

2. Add an account: Select Settings from the home screen and then select Mail, Contacts, Calendars, Choose Exchange.

![Add Account Screen]
3. Type in your primary email address along with your NetID password into the appropriate field along with a better description and select ‘Next’

**Students/ Staff/ Faculty** enter your first.last@duke.edu address. For **Daytime students graduating in May 2015** use your Fuqua Lifetime Email Alias first.last@fuqua.duke.edu

4. Type `outlook.office365.com` into the Server field and change the **Username** to your netid@duke.edu address. Select ‘Next’
5. Turn the services you want on and select 'Save'. It may take a minute or two for emails and calendar items to start syncing with the server.

Please Note: If you select ON for Contacts and/or Calendars when there are contacts that are only on the phone you will be asked if you want to keep them or delete them. It is our recommendation to keep them but migrate them to a service such as iCloud, Gmail, or the Exchange server to sync them wirelessly.

Find My iPhone: We highly recommend enabling a feature called Find My iPhone in case you happen to lose your iPhone or iPad. With this tool you can track it via the iCloud website, play sounds on the device to help locate it, send messages to it in case someone finds it, and erase it if it is unrecoverable. More information can be found here: http://www.apple.com/icloud/features/find-my-iphone.html