**Note** Outlook for iOS requires iOS 8.0 or higher.

Do you have Outlook for iOS installed on your device?

* + If it's not installed on your device, download [Outlook for iOS](http://go.microsoft.com/fwlink/?LinkId=523809) from the Apple Store, open it, swipe through the introductions, and then tap **Get Started**.

If it is installed on your device, **open the app**:

1. Tap **Settings** > **Mail, Contacts,** **Calendars** >**Add Account**.



1. In the **Add Account** page, select the mail you want to add:
	* Tap **Exchange**
2. Enter your full email address, for example bob@stu.southuniversity.edu
3. Enter your password
4. Tap **Sign in**.
5. The account will be added, and Outlook for iOS will begin to sync to the email account.

**Note** If you get a time-out message, your password or other information might be incorrect. Retype the information, and then try again.

1. Tap **Settings** > **Mail, Contacts, Calendars** > **Accounts** > **Add account**. 
2. In the **Add Account** page, tap **Exchange**.



1. Enter your full email address, for example bob@stu.southuniversity.edu, and your password, and then tap **Next**.

If the device can't find your settings, you need to add them. If you have an Office 365 Exchanged email account in **Server**, enter **outlook.office365.com**, and then add your **Username** and **Password**.

1. By default, **Mail**, **Contacts**, and **Calendar** information are synchronized. Tap **Save**. 
2. Verify that the account add was successful. Should look similar to the shot below: 

**Note** If you get a time-out message, your password or other information might be incorrect. Retype the information, and then try again.

**Note** You might need to need to wait ten to fifteen minutes after you set up your account before you can send or receive email.