Setting up your Campus Office 365 Exchange Online Account on your Apple Device

These instructions apply to faculty and staff in the following schools/departments who use the campus Office 365 Exchange Online email system:

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Emails on the Microsoft Office 365 Exchange Online server can be read on mobile Apple devices such as an iPhone, iPad and iPod.

Configuring your Exchange Online Account

Note: Your device must have iOS 4 or later.

1. Tap the Settings icon on the device
2. Next, tap **Mail, Contacts, Calendars**.

3. Tap **Add Account** then **Microsoft Exchange**.
4. The Exchange setup screen will open; you'll then enter the following information:

- **Email** - Enter your entire email address (e.g., user@umaryland.edu), using all lowercase letters.
- **Username** - Enter your username (e.g., user), using all lowercase letters.
- **Password** - Enter in the password for your email account.
- **Description** - Enter a descriptive name for your account (e.g., My Work Account). This description will only be visible to you.

5. Tap the **Next** button. The device will attempt to verify the account. If you receive an "Unable to Verify Certificate message," tap the **Accept** button.
6. The device will continue verifying the account. Once complete, tap the **Server** field, and enter in `outlook.office365.com`

7. Tap the **Next** button. The device will try to create a secure (SSL) connection to your Exchange server. When connected, you'll see check marks along your settings to confirm that your account has been verified.
8. Tap the **ON/OFF** buttons to select which information to synchronize with the Exchange server. Tap the **Save** button when finished.

![Mail settings](image)

**Note:** Your Apple device may take a moment to sync all your information depending on how much you have on the Exchange server. To learn more about the mail settings on your device tap **Settings** from the home screen, then **Mail, Contacts, & Calendars** and then select your account. You'll be able to customize how much data you would like to sync from the server.

**QUESTIONS?**

If you require further assistance **Setting up your Campus Office 365 Exchange Online Account on your Apple Device**, please contact the IT Help Desk at 410-706-HELP (8:00 a.m. - 5:00 p.m.) or send e-mail to help@umaryland.edu.