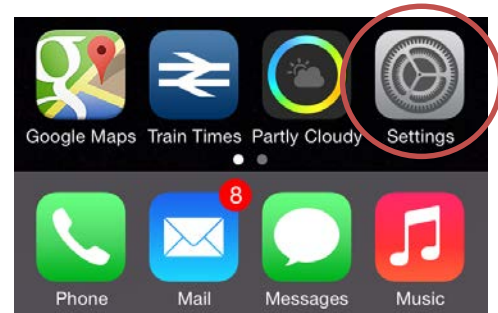




Office 365 Email - Exchange Settings For iPhone

For help and assistance call
Support
+44(0)1772 895355
liscustomersupport@uclan.ac.uk

1. Select **Settings**



2. Select **Mail, Contacts, Calendars**



3. Select **Add Account**





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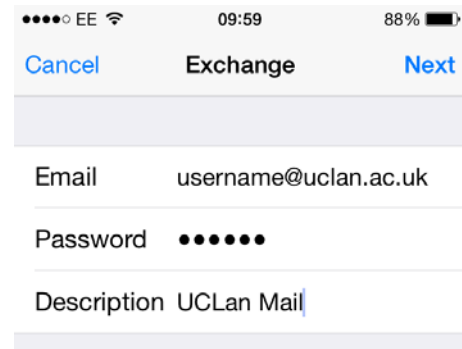
For help and assistance call
Support
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liscustomersupport@uclan.ac.uk

4. Select **Microsoft Exchange**

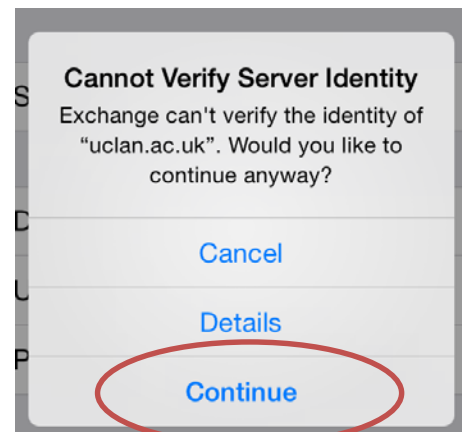


5. Select and enter the settings as follows:

- **Email:** Your UCLan Email address
- **Password:** Your UCLan password
- **Description:** UCLan Mail
- Select **Next**



6. If you receive the following **Cannot Verify Server Identity** message, just tap **Continue**





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7. Enter the following details:
(some may already be completed)

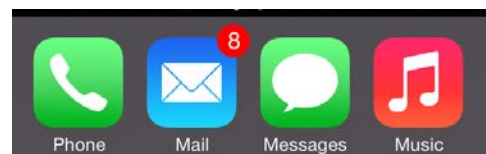
Email: username@uclan.ac.uk
Server: outlook.office365.com
Domain: Blank
Username: username@uclan.ac.uk
Password: UCLan Password
Description: UCLan Mail (or anything you wish)

The screenshot shows the 'Exchange' account setup screen on an iPhone. At the top, there are status icons for signal strength (EE), Wi-Fi, time (10:04), and battery (87%). Below the status bar are 'Cancel' and 'Next' buttons. The form contains the following fields: 'Email' (username@uclan.ac.uk), 'Server' (outlook.office365.com), 'Domain' (Optional), 'Username' (username@uclan.ac.uk), 'Password' (represented by 10 dots), and 'Description' (UCLan Mail).

8. Your new mail account should now be visible within the **Mail, Contacts, Calendar** menu within **Settings**

The screenshot shows the 'Exchange' settings screen in the iPhone Settings app. At the top, there are status icons for signal strength (EE), Wi-Fi, time (10:07), and battery (86%). Below the status bar are 'Cancel', 'Exchange', and 'Save' buttons. The screen lists several services with toggle switches: 'Mail' (on), 'Contacts' (off), 'Calendars' (on), 'Reminders' (on), and 'Notes' (on).

9. Select **Mail** from the **Home** screen





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10. Select your **UCLan Mail** account to read your mail

