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

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

Dentistry	*Academic Affairs*	*DHUO (President's Office)*
Law	*(AF) Admin & Finance*	*HS/HSL*
Pharmacy	*CITS*	*OEA*
Social Work	*Dental Museum*	*ORD*

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

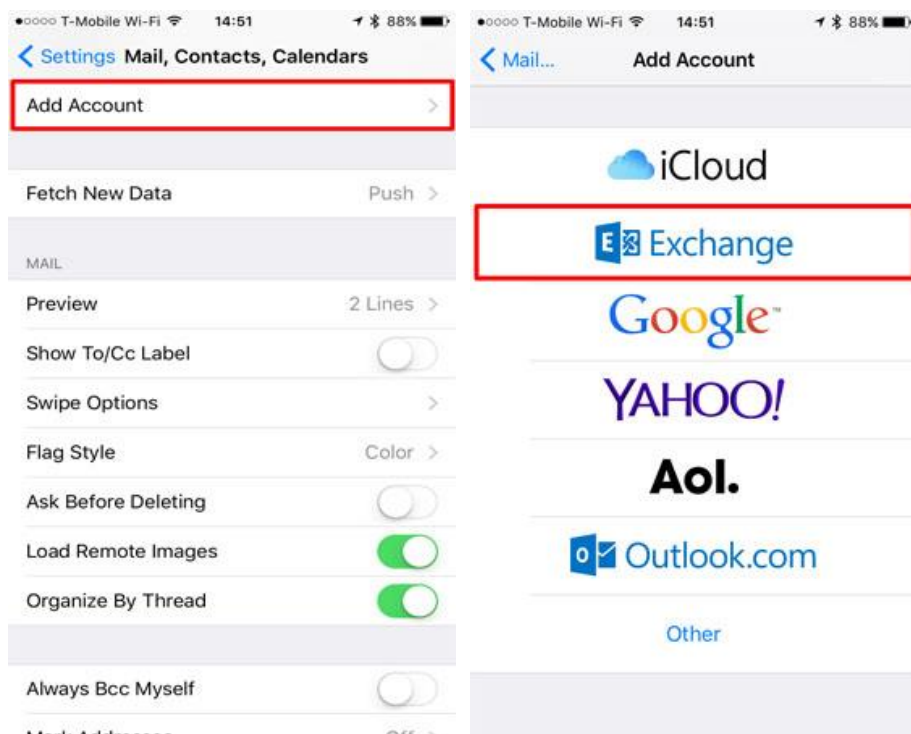*Note: Your device must have **iOS4** or later.*

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.
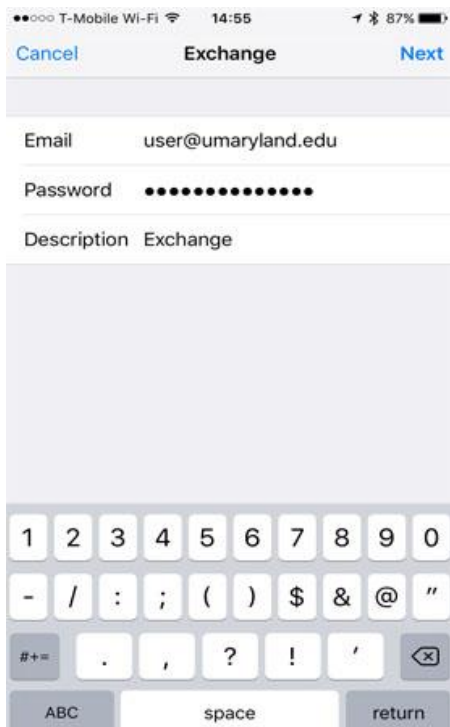
5. Tap the **Next** button. The device will attempt to verify the account. If you receive an "Unable to Verify Certificate message," tap the **Accept** button.

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.

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 you 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**.