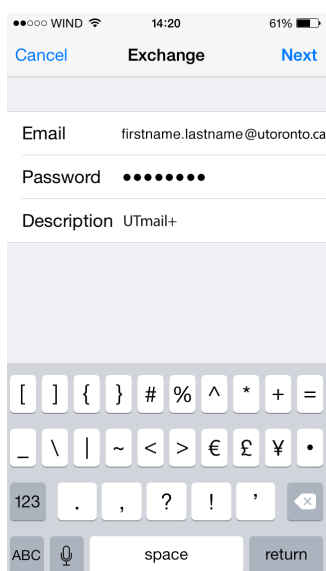


iOS (iPHONE, iPAD) UTMAIL+ SETUP

Mail App for iOS

Depending on the version of iOS you are running, your device might have slightly different labels and screens from those described below.

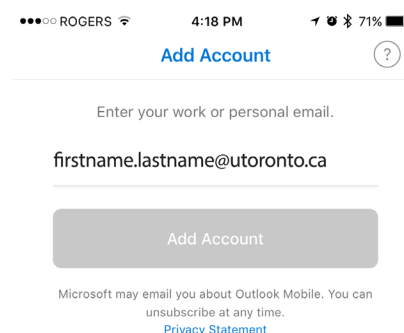
1. If you have your UTOExchange account set up on your device, remove the account before continuing.
2. From the Home screen, choose **Settings**, then **Mail Accounts**, then **Add Account**.
3. Tap the **Exchange** option near the top of the list.
3. Throughout the setup screens, you will need to fill in the information below. If, at some point, you see a pop-up with the choice to **Configure Manually** or **Sign In**, tap **Configure Manually**.
4. Tap **Next** to navigate through the screens.
 - **your Email address:** (usually of the form "firstname.lastname@utoronto.ca")
 - **your Password:** your UTOrid password
 - **Description:** UTMail+
 - **Server:** outlook.office365.com
 - **Domain:** Leave blank
 - **Username:** (this is the same as your email address and is usually of the form "firstname.lastname@utoronto.ca")



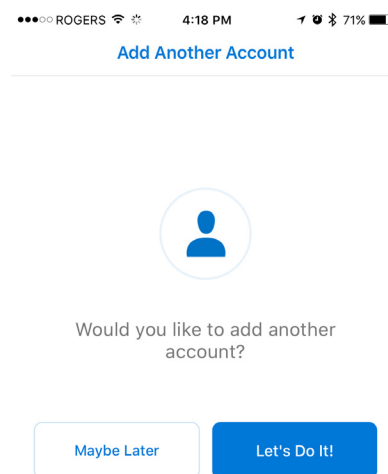
4. Once the iPhone has confirmed connectivity with the Exchange server, you will be asked which type of folders to synchronize. By default Email, Contacts, and Calendars are selected. Tap **Save**.
5. When you have completed the setup process, your mail and other selected options will begin syncing.

Outlook for iOS

1. Open the App store, find Microsoft Outlook and tap the **Get** button, then tap **Install** to download and install.
2. Open Outlook once it's finished installing. Tap **Get Started**.
3. Type your email address and tap **Add Account**.



4. You will see the Weblogin screen. Enter your UTOrid and password and tap **Log in**.
5. Tap **Maybe Later** if you do not wish to add another account.



6. Swipe through the information screens. You will then be taken to your Inbox.