

Modifying Mail on Your iOS Device After Office 365 Upgrade

*NOTE: You may see an error when you tap on the Mail app. Tap **OK***

1. Tap on **Settings** 
2. Tap **Mail**; then tap **Accounts**
 - *NOTE: If your device is on iOS 9 or below, the setting is Mail, Contacts, and Calendars*
3. Tap on your campus email account (Exchange)
4. Tap on your account name



5. Enter the following information:
 - Server: outlook.office365.com
 - Username: [username]@ad.fullerton.edu
 - Double check that the email address is still [username]@fullerton.edu
 - *NOTE: You may have to re-enter some of your account information such as Description or Password or Email. Domain can be left blank*
6. Once all information is entered, tap **Done**
7. You're done!