

OVERVIEW

How to set up your Office 365 email on iOS Devices (Using built-in Mail app)

DESIGNED FOR

Students

CONTENT

To set up Office 365 email on your native (built-in) Mail app,

1. Open **Settings**
2. Scroll down and select the **Mail** icon
3. Select **Accounts**
4. Select **Add Account**
5. Select **Exchange**
6. Enter your UTSA-issued email address: first.last@my.utsa.edu
Leave the Description field as-is, or enter "Exchange"
7. Select **Sign in**
8. Enter your UTSA passphrase
9. Authenticate with Duo. *Never used Duo before? Visit passphrase.utsa.edu.*
10. You're good to go!

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Settings



Passwords >



Mail >



Contacts >



Calendar >



Notes >



Reminders >



Voice Memos >



Phone >



Messages >



FaceTime >



Safari >



News >



Stocks >



Translate >



Maps >



Compass >



Measure >



Shortcuts >

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< [Settings](#)

Mail

ALLOW MAIL TO ACCESS

 Siri & Search >

 Notifications >
Banners, Sounds, Badges

 Cellular Data

Accounts 4 >

MESSAGE LIST

Preview 2 Lines >

Show To/Cc Labels

Swipe Options >

MESSAGES

Ask Before Deleting

Load Remote Images

THREADING

Organize by Thread

Collapse Read Messages

Most Recent Message on Top

Complete Threads

12:38 ↵



[Cancel](#)

Exchange

[Next](#)

Email jessica.abelwilkinson@my.utsa.edu

Description Exchange

Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator can add/remove restrictions and remotely erase your device.

**Sign in to your "my.utsa.edu"
Exchange account using
Microsoft?**

Your email address will be sent to Microsoft to discover your Exchange account information.

[Configure Manually](#)

[Sign In](#)

12:38 ↗



[Cancel](#)

🔒 adfs.utsa.edu

AA ↻



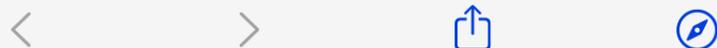
Sign in with your organizational account

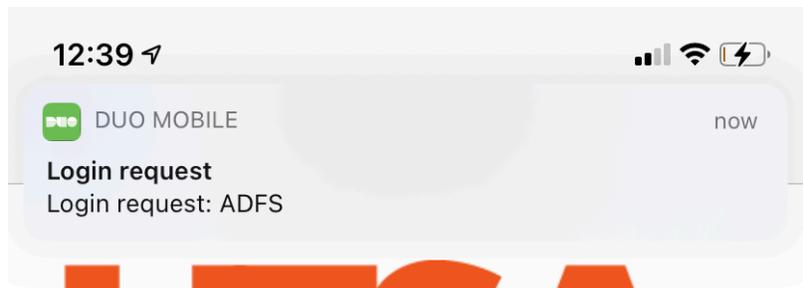
Sign in

[Acceptable Use Policy](#)

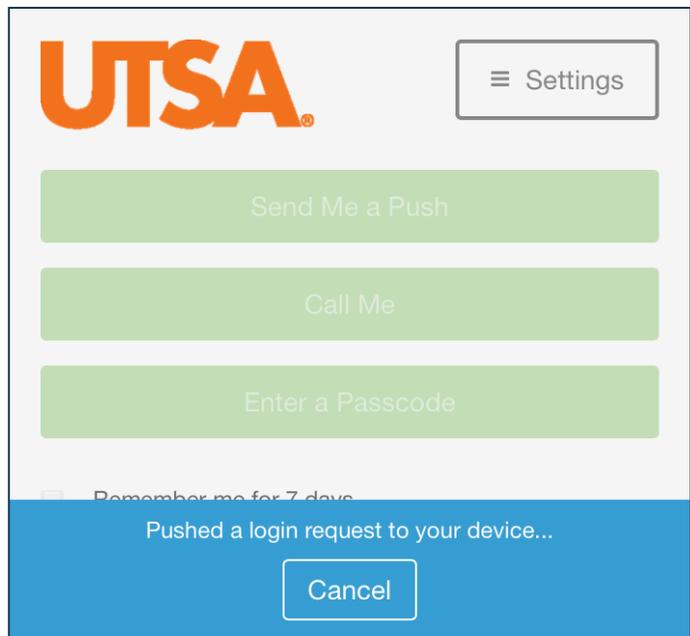
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For security reasons, we require additional information to verify your account (jessica.abelwilkinson@my.utsa.edu)



12:40 ↶



[Cancel](#)

Exchange

[Save](#)

-  Mail
-  Contacts
-  Calendars
-  Reminders
-  Notes

REQUIREMENTS

An iOS device (iphone, ipad, etc)

LEARN MORE

To find out more about Office 365 email at UTSA, visit <https://utsa.edu/office365>.