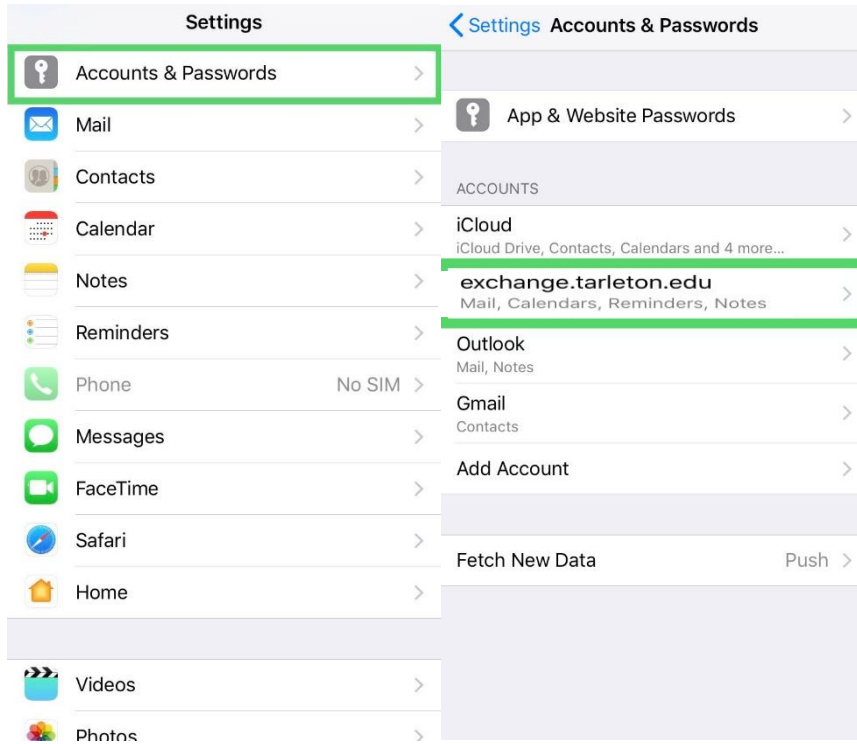


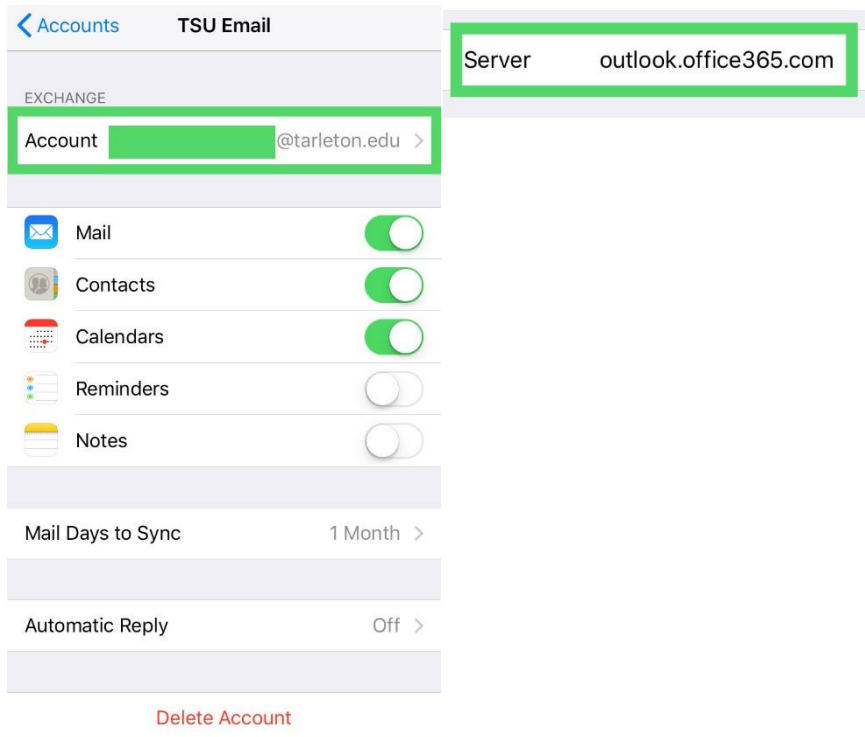
## Set up email using the iOS Mail app to Connect to Office 365

1. Go to your iPhone or iPad's **Settings** > scroll down and tap **Accounts & Passwords** > **Select your Tarleton State University Account.**



**Note:** If you're on iOS 10, go to **Mail > Accounts > Add Account.**

2. Then tap on **Account**. You will see the details for your account that we need to reconfigure.
3. Change the **Server from exchange.tarleton.edu to outlook.office365.com**, leave the **Domain** blank, then type in your **Username** in this format: [username@tarleton.edu](mailto:username@tarleton.edu), then your **Password**. Tap **Done**.



4. Your email should now be configured to connect to Office 365.