Email Setup on iPhone and iPad

1. Go to **Settings** and select **Mail** and then **Accounts**.



2. Click on Add Account then select Microsoft Exchange.



3. Enter your **Concordia email**. You can also add a description if you would like. Click **Next**.



4. Select **Sign In**. If it does not automatically sign you in, go back to this page and select **Configure manually**.

Sign in to your "cuw.edu" Exchange account using Microsoft? Your email address will be sent to Microsoft to discover your Exchange account information.
Configure Manually
Sign In

5. Enter your email under **Username** and your **Portal** password for the **Password** field. Then enter **outlook.office365.com** in the **Server** field. Leave the **Domain** field blank. Select **Next**.

Cancel		Next
Server	outlook.office365.com	
Domain	Optional	
Username	First.Last@cuw.edu	
Password		

6. Select the apps you would like to sync with your email and select **Save**.

