Manual Configuration or Off-Campus Setup Instructions for iPhone/iPad/iPod Touch

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Before starting your e-mail setup on your mobile device, you will need to know your new server. You can find this information by following the steps here:
http://www.umb.edu/it/getting_services/email/office365/how_to_determine_your_exchange_server_address

If you already have your umb.edu e-mail on your device, delete that profile from your phone and start with fresh account settings. Refer to the last page of this document for removal instructions.

Go to Settings.    Go to Mail.    Go to Add Account.

Select Microsoft Exchange.

Enter your e-mail and password. In Description you create the name: UMB, Exchange, Work, etc.
Because you are not connected to campus Wi-Fi and/or are not on campus, the account will attempt to verify and then ask you to enter more information, including your server. If you have not already gotten this information, go here and follow the steps:
http://www.umb.edu/it/getting_services/email/office365/how_to_determine_your_exchange_server_address

Enter your server information next to Server. You no longer need to enter a Domain: leave this blank. Your username is now your full e-mail address. Make sure all of the information is entered like the image above on the far right. In this example the server is sn2prd0102.outlook.com, but this might not be the server you are on! Make sure you have entered your password correctly and press Next.

Your account will now be able to verify successfully at this stage and you can choose the items you’d like to sync.
Your new account (named UMass in this example) will be listed and you can return to settings or your home screen. From the Home Screen, select Mail, then your new account. If you have no other accounts listed, selecting Mail will direct you to your inbox (far right image).

It will take a minute or two for the newly added account to access the server. You will see Checking for Mail and/or Connecting… across the bottom of the screen. As new mail is found, it will begin to appear in your Inbox.
If you would like to customize or remove the account, go to Settings, Mail, and then your specified account. You can change the items you wish to sync and how many days of e-mail, calendar events, and reminders to grab from the server. If you’d like to delete this account, scroll down and click Delete.