




How to Set Up Delgado E-mail on Apple iPhone, iPad, or iPod Touch

If you have a different phone, see [Mobile Phone Setup Wizard](#).

1. Tap **Settings > Mail, Contact, Calendars > Add Account**
2. Tap **Microsoft Exchange**.
3. You don't need to enter anything in the **Domain** box. This field is optional.
4. In the **Email** and **Username** boxes, enter your full e-mail address.
5. In the **Password** box, enter your password and then tap **Next**. (Your mobile device password is the same as your email password.)
6. Your iPhone will try to find the settings it needs to set up your account. Go to step 8 if your iPhone finds your settings.
7. In the **Server** box, enter **outlook.office365.com**, and then tap **Next**.
8. Choose the type of information you want to synchronize. By default, Mail, Calendar, and Contacts are all turned on. To turn off synchronization for a type of information, tap and slide the switch to **OFF**.

 **Caution:**

If you're prompted to create a passcode, tap **Continue** and enter a numeric passcode. If you don't set up a passcode, you can't view your e-mail account on your iPhone. You can set up a passcode later in iPhone Settings.

9. Tap **Save**.