Smartphone Configuration for Exchange Online Accounts

For iPhone users:

FIRST - delete your current UW email connection:

1. Tap Settings.
2. Tap Mail, Contacts, Calendars.
3. Tap the account you want to delete.
4. Scroll to the bottom of the screen, and then tap Delete Account.

THEN - create a new UW email connection:

1. Tap Settings > Mail, Contacts, Calendars > Add Account.
2. Tap Microsoft Exchange (some iPhones simply name this option Exchange).
3. Specify the following information:
   - Email – enter your full UW email address, using the @uw.edu format.
   - Username – again, enter your full UW email address, using the @uw.edu format.
   - Password – Your UW NetID password.
   - Domain – Leave this field blank.
4. Tap Next on the upper-right corner of the screen.
   
   At this point, your iPhone will try to find the settings it needs to set up your account. Skip ahead to step 7 if this process is successful; continue on to step 5 if it isn’t.
   
   NOTE: If you see the message “Cannot Verify Server Identity,” verify that the server is outlook.office365.com, and then click Continue.

5. If your iPhone can’t find your settings, enter outlook.office365.com in the Server field, then tap Next.
6. Choose the type of information you want to synchronize between your account and your device, and then tap Save. By default, Mail, Contacts, and Calendar information are synchronized.
7. If you’re prompted to create a passcode, tap Continue and type a numeric passcode.