

# Smartphone Configuration for Exchange Online Accounts

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## 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.