Office 365 - Email and Calendaring - iOS Configuration

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ℹ️ **If you have just had your mailbox migrated to Microsoft 365 Email and Calendaring**, see the Post-Migration and Modern Authentication Microsoft 365 Email and Calendaring Setup page for how to get up and running.

⚠️ This article refers to the Microsoft 365 Email and Calendaring. If you're looking for Exchange Email and Calendaring on the Exchange On Prem Server, see: [istcontrib:MIT Email Setup Landing].

If you're not sure which system you're using, see: [istcontrib:How do I tell if my email and calendaring data is on the Exchange On Prem Server or using Microsoft 365?]

Configuring your iOS account for O365

1. Go to **Settings > Mail, Contacts, Calendars**
2. Select **Add Account**.

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3. To configure for O365, Select **Exchange** from the list of account types.

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4. Enter your full mit email address *username*@**mit.edu**, password and an account description. Click **Next**.

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5. You are prompted to select the accounts you want to use with this account. Select them, then click **Save**.

Result: Your Exchange account will be set up and you will be able to access your mail and calendar from the Mail and Calendaring app normally.

See also

- [Microsoft 365 - Email and Calendaring Landing Page]
- Microsoft 365 - Email and Calendaring - Known Issues
- Microsoft 365 - Email and Calendaring - FAQ