

Staff email – Connecting your iOS device

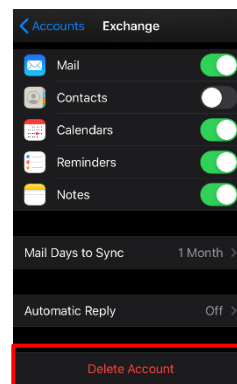
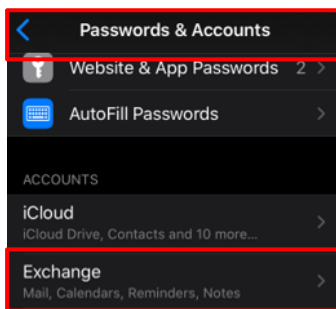
We recommend using the official [Microsoft Outlook app on Apple App Store](#) to connect to your University email and calendar. See our user guide [Outlook app for iOS devices](#) in the Toolkit [Staff Email](#) resource.

However, if you want to add your Outlook account to the built-in iOS Mail app you can follow this guide¹².

Note: You **must** have an unlock passcode set up on your iOS device to access your University email.

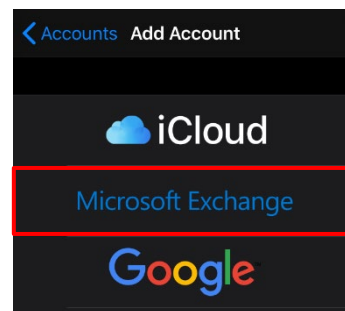
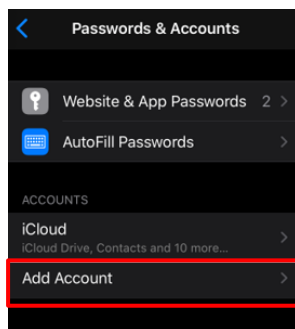
1. Remove old Account Settings

Note: If you have *not* previously connected your iOS device to University email, you can skip this step and go straight to step 2.



- Go to **Settings > Passwords & Accounts**
- View existing **Accounts**
- Select your **Exchange** account
- Tap **Delete Account**
- **Confirm** deletion when prompted

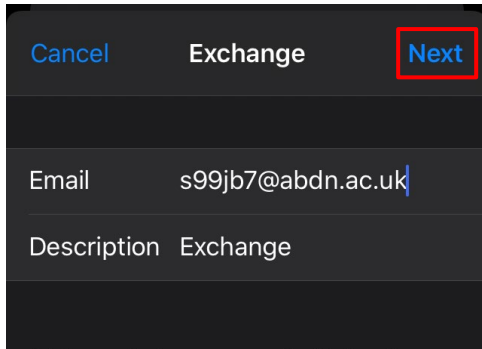
2. Set up a new account



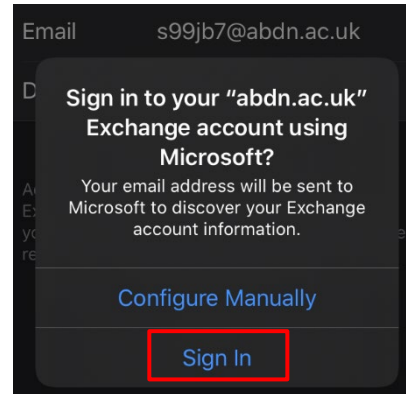
- Go to **Settings > Passwords & Accounts**
- Tap **Add Account...**
- Tap **Microsoft Exchange**

¹ This guide is based on iOS14. In iOS14.0.1 go to Settings>Mail>Accounts. In previous versions the Setting may be named Accounts & Passwords. Otherwise the procedure is the same. If your iOS is a much older version, not using Modern Authentication, you will not be able to add your University account.

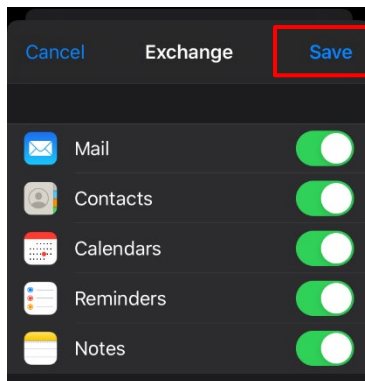
² Please be aware that Events you add to your iOS calendar do not always sync with Outlook on your PC (although calendar events added to your Outlook calendar on your PC will appear in your iOS calendar).



- In the **Email** field, type *youruserid@abdn.ac.uk*, e.g. s99jb7@abdn.ac.uk
- If you wish, type in a **Description** for your account – the default is **Exchange**, but you can name it anything you like
- Tap **Next** in the top right hand corner



- In the pop-up screen choose **Sign In**
- Type in *your* University password when prompted.
- Tap **Sign In**³
- If your account has been set up for MFA you will be prompted for your second factor of authentication.



- Return to **Settings > Passwords & Accounts** to see **confirmation** that your account has been recognised.
- Choose whether you want to synchronise all items including Contacts
- Tap **Save**
- Tap the **Mail** app to see your University email account

Further information and help

More information is [available online](#). You can also log a call in the [IT Service Portal](#)

³ If your account has not yet been set up for MFA click Next and follow prompts to complete process.