Set up Office 365 on your iPhone or iPad

Office

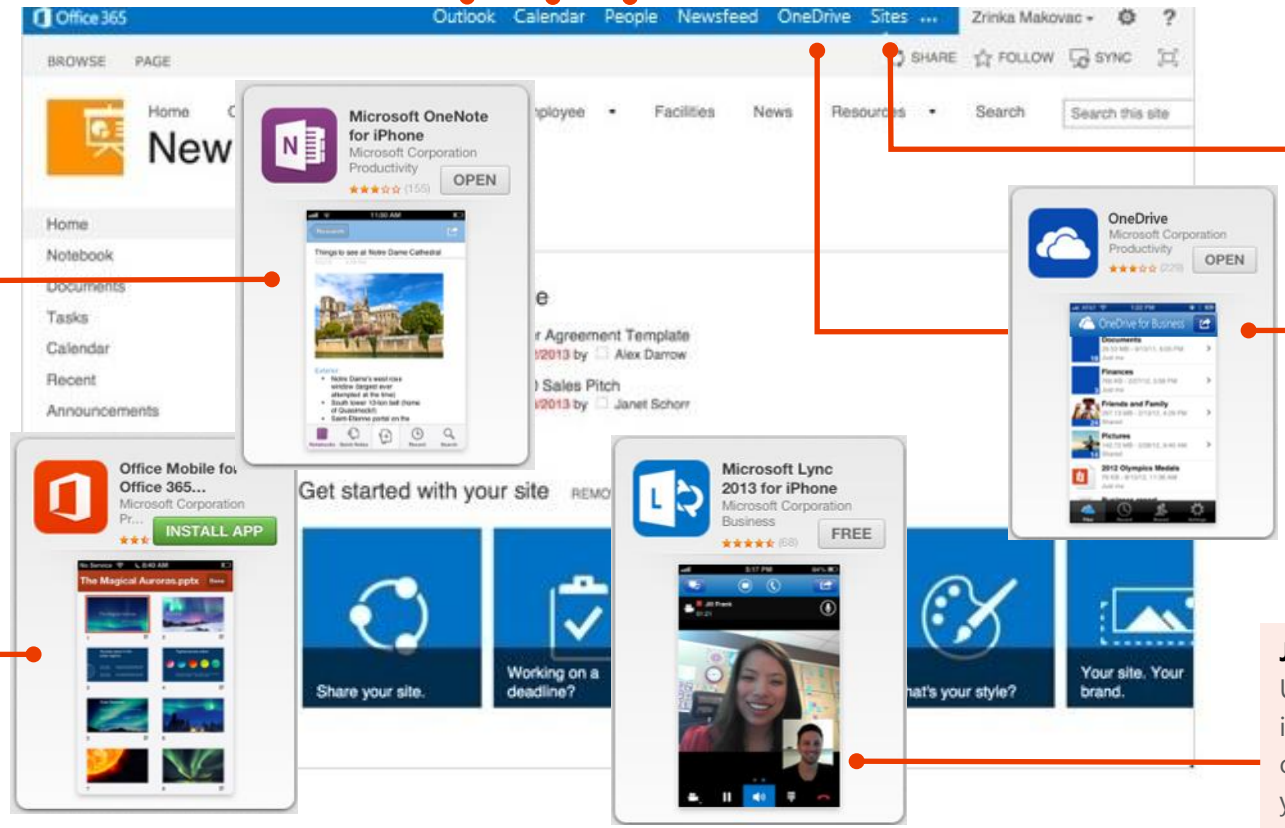
Quick Start Guide

Check email
Set up your iPhone or iPad to send and receive email from your Office 365 account.

Check your calendar wherever you are
Always know where you have to be by syncing your Office 365 calendar items to your iPhone or iPad.

Sync your contacts
Keep your O365 contacts on your iPhone or iPad to make it easier to share documents, send email, or schedule meetings with colleagues.

Access your team's OneNote notebook
Easily access any OneNote notebooks stored on a SharePoint team site or your OneDrive for Business site using the OneNote app for iPhone or iPad.



Collaborate with your team
Access your team sites, and share or edit files stored there.

Work on your documents
Use the OneDrive for Business app to work on or share any documents on your OneDrive for Business site.

View and edit your documents on the go
Use the Office Mobile for Office 365 Subscribers app to view and edit documents directly from your iPhone.

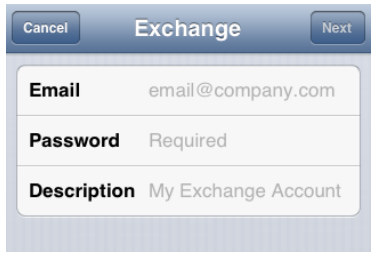
Join a meeting face-to-face
Use the Lync 2013 app to join meetings, use instant messaging, or make video calls to colleagues and stay connected even when you're not in the office.

Microsoft

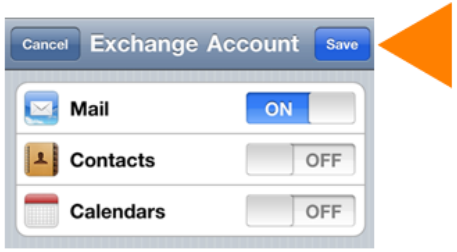
Set up email, calendar, and contacts

You can connect to your Office 365 or other Exchange-based email on an iPhone or iPad. When you set up an Exchange account on your phone or tablet, you'll be able to access and synchronize your email, calendar, and contacts.

1. If this is the first email account on your iPhone, select **Mail**. Otherwise, select **Settings > Mail, Contacts, Calendars > Add Account**.
2. Select **Microsoft Exchange**.
3. Enter your full email address, for example tony@contoso.com, and your password. Then select **Next** on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account. Skip to step 5 if your mail program finds your settings.



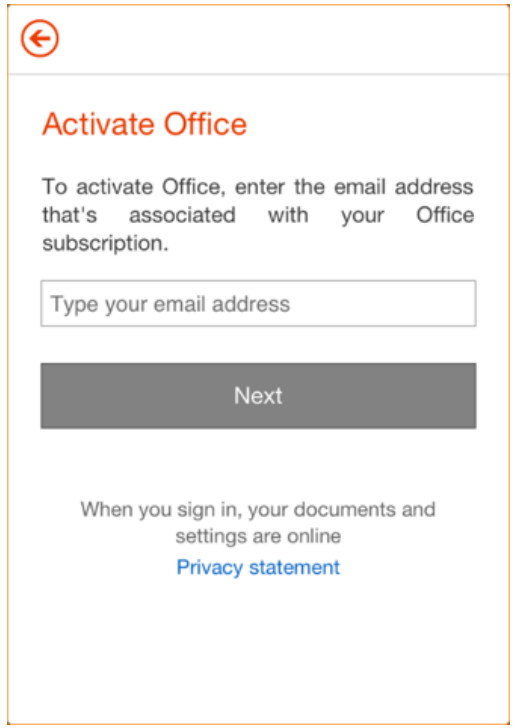
4. If your iPhone can't find your settings, you'll need to manually enter your server name. If you're connecting to your Office 365 email, in **Server**, enter **outlook.office365.com**.
5. Choose the type of information you want to synchronize between your account and your device, and then select **Save**. By default, Mail, Contacts, and Calendar information is synchronized.



6. If you're prompted to create a passcode, select **Continue**, and enter a numeric passcode. If you don't set up a passcode, you can't view your email account on your iPhone.

Install the Office Mobile app

Install the Office Mobile for iPhone app (available on iTunes) on your iPhone, so you can edit documents. The Office Mobile app lets you access and edit Office Word, Excel, and PowerPoint documents. It is optimized for the screen size of an iPhone.

1. Select App Store on your iPhone, and search for **Office Mobile for Office 365 subscribers**.
2. After installing the app, sign in with your Office 365 user name and password.

Once installed, you can create new documents or view existing ones on your OneDrive for Business or SharePoint team sites.