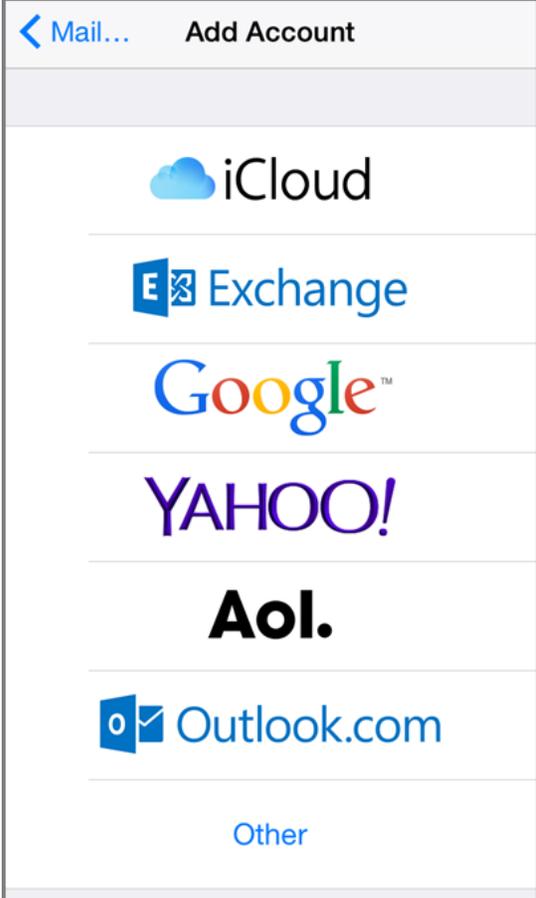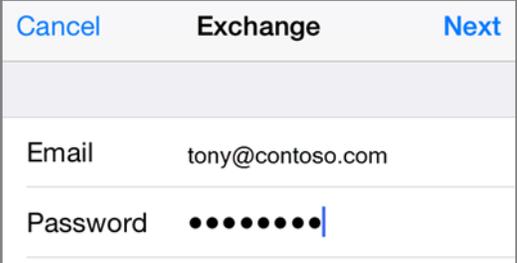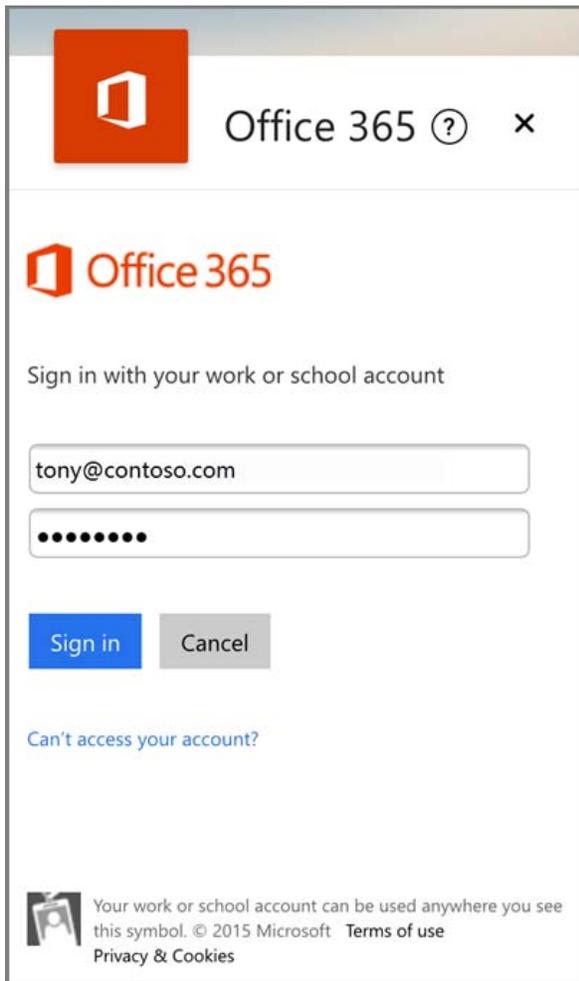# iPhone, iPad, or iPod Touch

Tuesday, February 23, 2016   2:45 PM
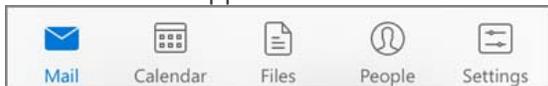
Set up RVU Email

Set up your email account using the Outlook for iOS app available from the Apple Store or the built-in iOS mail app.

Use Outlook for iOS	Use the built-in iOS mail app
NOTE Outlook for iOS requires iOS 8.0 or higher. App Download the <u>Outlook for iOS</u> app from the Apple Store if you haven't installed it yet. If you already have it installed, open it, then tap Settings > Add Account. 1. Tap Office 365 if you have a work or school account in Office 365 for business. 2. Type your full email address, for example firstname.lastname@rvu.edu, type your password, and then tap Sign in. TIP If you get a time-out message, your password or other information might be incorrect. Retype the information, and then try again. NOTE If you previously selected Exchange to set up your account you may receive a message about security upgrades and you'll need to re-sign in. Follow the prompts and sign in with your full email address and password.	1. Tap Settings > Mail, Contacts, Calendars > Accounts > Add account > Email. 2. In the Add Account page, tap Exchange. 3. Enter your full email address, for example firstname.lastname@rvu.edu, and your password, and then tap Next.

Description Exchange

Exchange Device ID

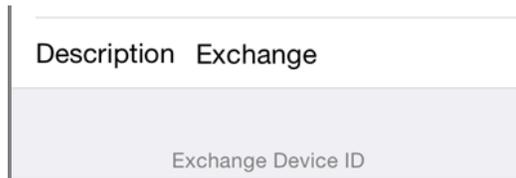4. By default, Mail, Contacts, and Calendar information are synchronized. Tap Save.

3. Select Yes to let the app access your info. Outlook for iOS begins syncing.
4. Tap one of the icons to view your calendar, files, or contacts in the app.

5. To learn more about using Outlook for iOS, tap Settings > Help. Or, see [Frequently asked questions about Outlook for iOS and Android](#)

Delete an account
1. Tap Settings.
2. Tap the account you want to delete.
3. Select Remove Account, and then select From Device or From Device & Remote Data.