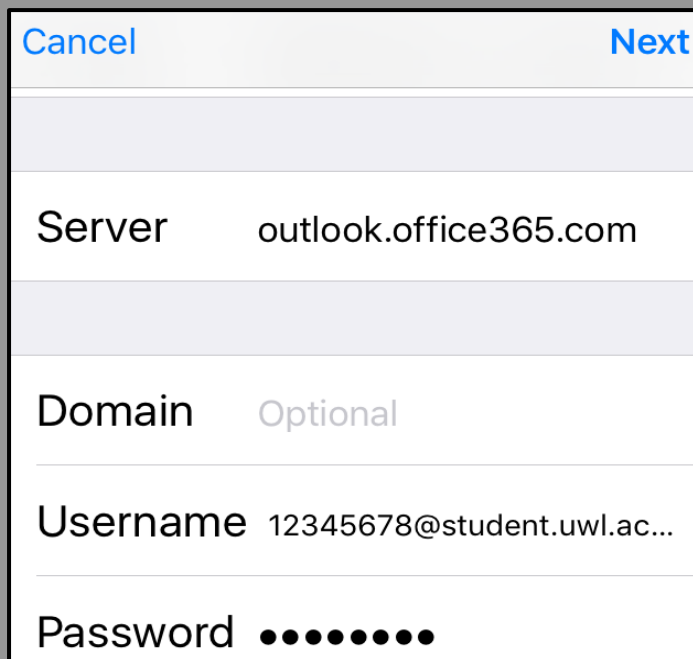


How to add your UWL Outlook email account to IOS (I-Phone/iPad/iPod Touch)

1. Tap Settings -> Mail, Contacts, Calendars
2. Tap Add Account
3. Tap Exchange
4. **Server:** Enter **outlook.office365.com**
5. **Username:** Enter your email address in the following format –
studentID@student.uwl.ac.uk - e.g. – 12345678@student.uwl.ac.uk
6. **Password:** Enter your normal IT password (the same password you use when logging onto the Student Portal)
7. Tap Next



Cancel	Next
Server	outlook.office365.com
Domain	Optional
Username	12345678@student.uwl.ac...
Password	●●●●●●●●

You UWL Outlook account will be verified by your phone.

8. Choose the services you'd like to enable and sync with Outlook
9. Tap **Save** in the upper right hand corner