

## How to access your Office 365 mailbox on your iOS Device

## Objective

This document provides instructions on how to access your Office 365 mailbox on an iOS device.

1. Go into the **Settings** icon.



2. Select Mail, Contacts, Calendars.



3. Select Add Account.

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## 4. Select Preferred Account (Exchange).



5. Enter your Email Address: (Ex. Firstname.lastname@lausd.net)

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Email	firstname.lastname@la	usd.net 🗸
Password	•••••	~
Descriptio	n Exchange	1

- 6. Enter your **Password**
- 7. **Description** should be populated.
- 8. Tap Next.
- 9. By default, Mail, Contacts, and Calendar information are synchronized. Tap Save.



If anything goes wrong with this process or if you need additional help, contact the IT Help Desk at (213) 241-5200.