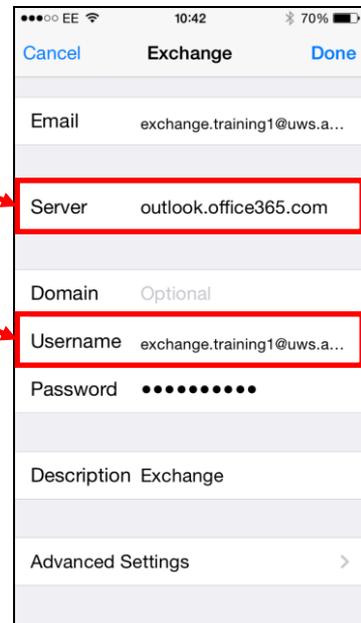


Changing UWS Email Account to Office 365 on iPhone or iPad

If you already have your UWS email account set up on your iPhone, the easiest way to change it to Office 365 is to remove the existing account and then re-add the account with the new information (see the following 2 sections).

However, if you prefer to edit your mail settings instead, this can also be done by going to **Settings > Mail, Contacts, Calendars** and selecting your UWS account.

You should change the server to **outlook.office365.com** and ensure your **username** is your email address and not your 8-digit Active Directory number.



Removing UWS Email Account from iPhone or iPad

Step 1:



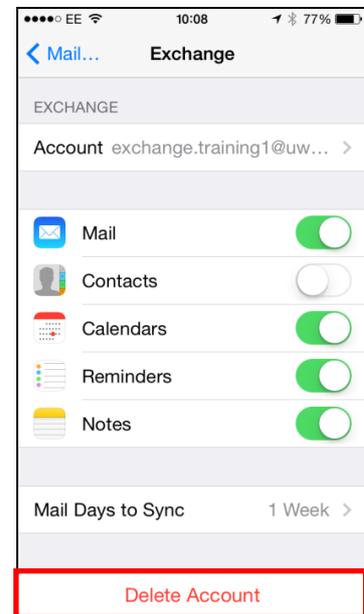
Go to **Settings** and select **Mail, Contacts, Calendars**.

Step 2:



Select the **UWS email account** (note that this mailbox is labelled Exchange but you might have given your mailbox a different name).

Step 3:



Select **Delete Account**.

Adding UWS Email Account to iPhone or iPad

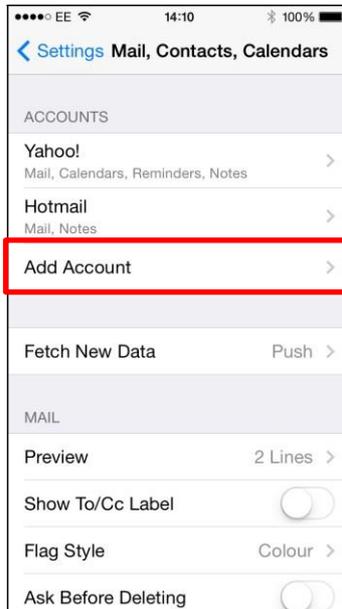
* Please note that if you already have a UWS Email account set up on your phone, you should remove this account before adding the Office 365 account – see previous section for details of how to do this.

Step 1:



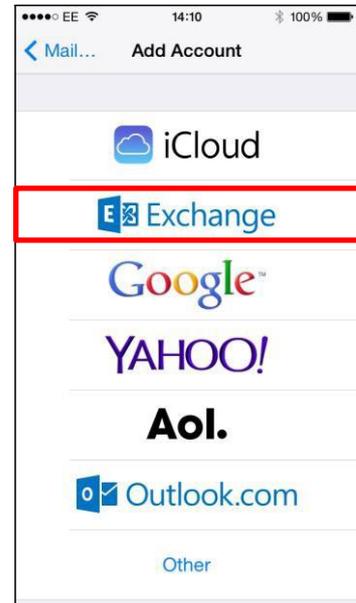
Go to **Settings** and select **Mail, Contacts, Calendars**.

Step 2:



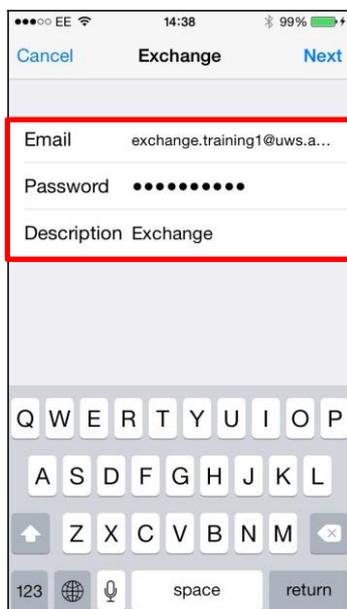
Select **Add Account**.

Step 3:



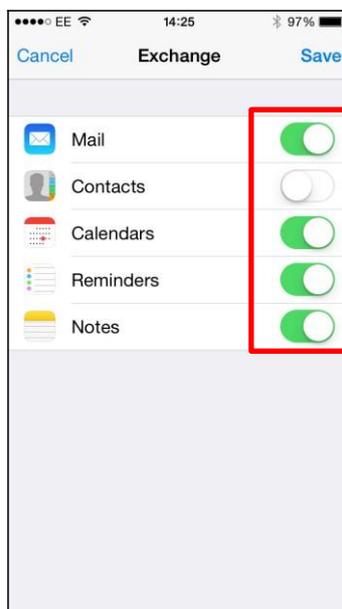
Select **Exchange**.

Step 4:



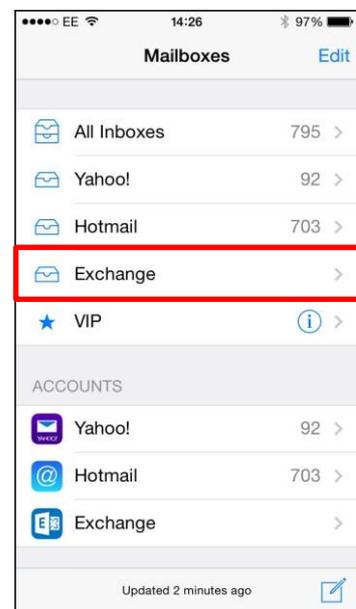
Enter your **Email Address** and **Password**. You can change the description to choose a different name for this mailbox. Click **Next**.

Step 5:



Switch the options on or off as required then click **Save**.

Step 6:



Exit the settings and open the **Mail** option. Your new mailbox will be listed.