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 <u>not</u> 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:

•••• EE 🗢 10:08	1 🕴 77% 🔳 🕨	
Settings Mail, Contacts, Calendars		
ACCOUNTS		
Exchange Mail, Calendars, Reminders, No	> >	
Yahoo! Mail, Calendars, Reminders, No	> >	
Hotmail Mail, Notes	>	
Add Account	>	
Fetch New Data	Push >	
MAIL		
Preview	2 Lines >	
Show To/Cc Label	\bigcirc	
Flag Style	Colour >	

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 4:

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Cancel	Exchange	Next	
Email	exchange.tra	aining1@uws.a	
Passwor		•••	
Description Exchange			
QWE	RTY	UIOP	
AS	DFGH	JKL	
ΔZ	XCVE	8 N M <	
123	⊈ space	return	

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

•••• EE 🗢	14:10	* 100% 📖
Settings Mail,	Contact	s, Calendars
ACCOUNTS		
Yahoo! Mail, Calendars, Re	minders, No	> >
Hotmail Mail, Notes		>
Add Account		>
Fetch New Data	a	Push >
MAIL		
Preview		2 Lines >
Show To/Cc La	bel	\bigcirc
Flag Style		Colour >
Ask Before Del	eting	\bigcirc

Step 3:



Select Add Account.



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Canc	el Exchange	Save
	Mail	
1	Contacts	\bigcirc
-	Calendars	
:	Reminders	
	Notes	

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

Select Exchange.

Step 6:

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	Mailboxes	E	Edit	
R	All Inboxes	795	>	
	Yahoo!	92	>	
	Hotmail	703	>	
	Exchange		>	
*	VIP	i	>	
ACC	OUNTS			
VH CCC	Yahoo!	92	>	
@	Hotmail	703	>	
E	Exchange		>	
	Updated 2 minutes a	go [4	

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