



Queen Margaret University
EDINBURGH

ITS Department

Adding QMU Email to iPhone

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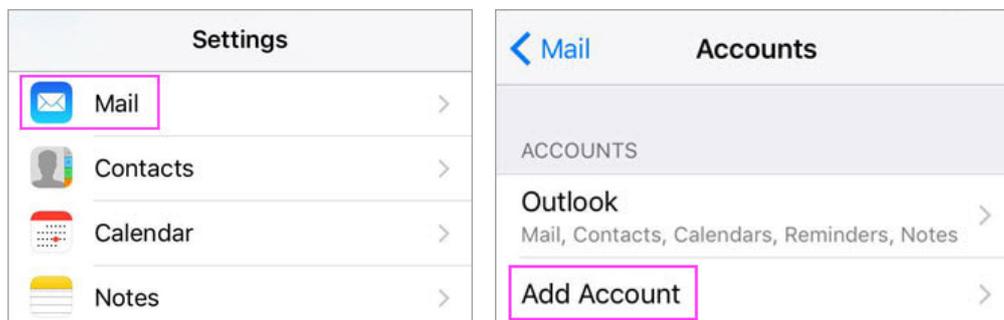
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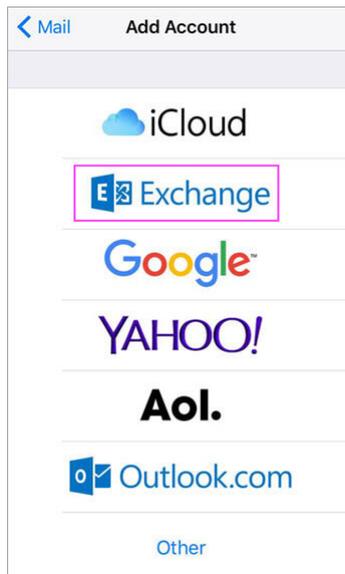
1. Adding Email to iPhone using the iOS Mail App

- From your homepage, open your devices Settings and scroll down.
- Tap Mail > Accounts > Add Account



- Select **Exchange**





- Enter your full QMU email address, password, and a description of your account. Tap **Next**.

Cancel	Exchange	Next
Email	email@example.com	
Password	Required	
Description	My Exchange Account	

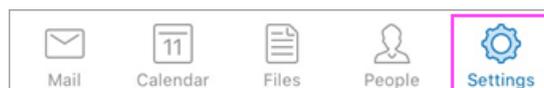
- If you're prompted to enter server settings, enter the following and tap **Next**.
Email: your full email address. **Server:** Outlook.office365.com. **Username:** your full email address.
Password: email account password.
- The Mail App may request certain permissions such as accessing your calendar and contacts. To agree, tap **Yes**. The next page will allow you to choose the apps you want your email account to sync with. Tap **Save**.

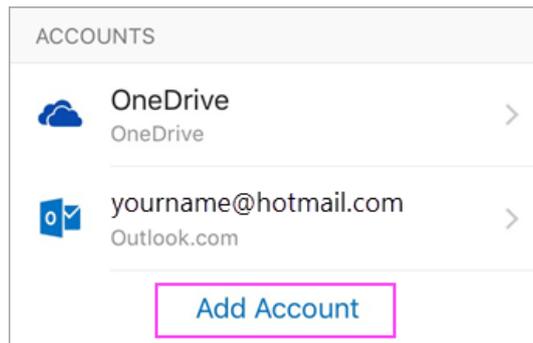
Your mailbox will begin to sync.

2. Adding Email to iPhone using the Outlook App for iOS

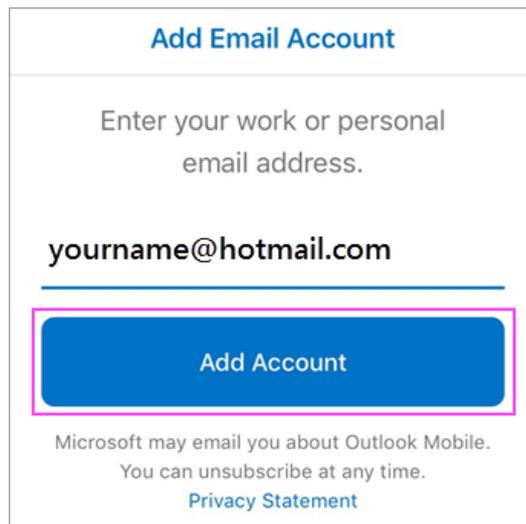
Note: This method is only Available for iOS devices using **iOS 9.0** or higher.

- Open Outlook for iOS, the icon looks like this  or download it from the Apple Store
- Go to Settings > Add Account > Add Email Account

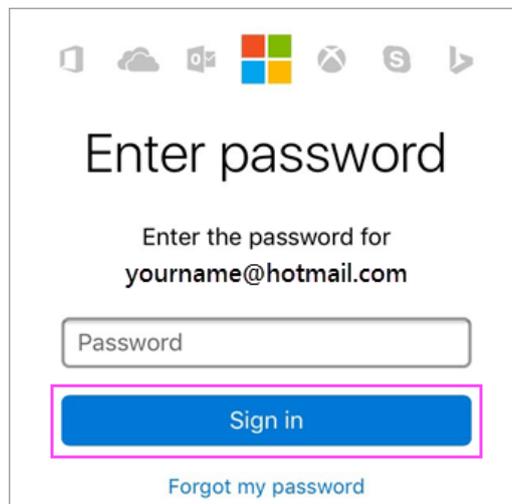




- Type your **full QMU** email address, then tap **Add Account**



- Enter your email account password and tap **Sign In**



- Tap **Yes** or **Allow** to give Outlook permission to update Calendars, Contacts etc.



You can change these application permissions at any time in your account settings.

Outlook

[Privacy & Cookies](#)

[Terms](#)

Yes

No

- Your mail will begin to sync.

