

# FAU College of Medicine Support Center

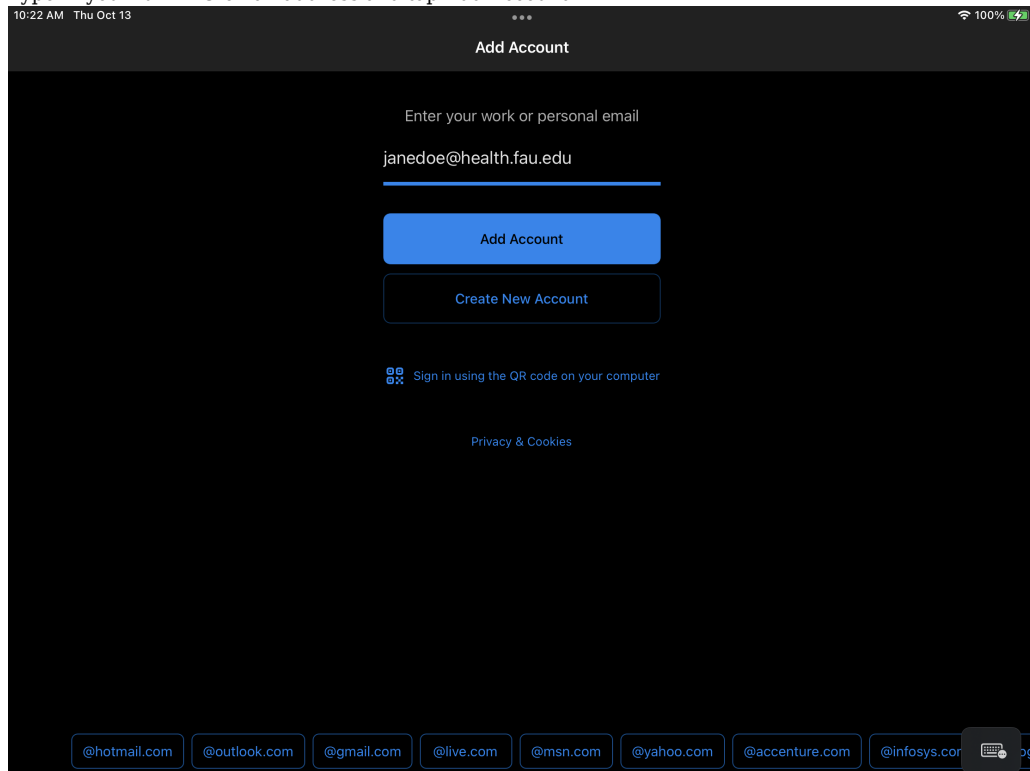
[Knowledgebase](#) > [Email and Collaboration](#) > [Setup Email in iOS Outlook or Mail app](#)

## Setup Email in iOS Outlook or Mail app

Brian - 2022-10-13 - [Email and Collaboration](#)

### Outlook iOS app


- Download the Outlook app from the App Store.
- Open the Outlook app on your iPhone or iPad, once opened, you will be prompted to sign into an account.
- Type in your full FAU email address and tap Add Account



- An SSO prompt will open, please sign in with your FAU NetID and authenticate via Duo as normal.

10:22 AM Thu Oct 13 Not Office 365

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QUICK LINKS HELP DESK SYSTEM STATUS Q ≡

## LOGIN TO OFFICE 365 (OR OTHER MICROSOFT SERVICES)

Sign in with your FAUNet ID

FAUNet ID

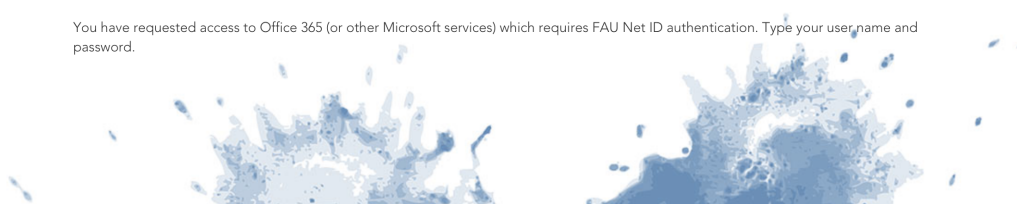
Password

LOGIN

[Forgot your password? or Set Up a New Account or Need Help?](#)


☐ Don't Remember Login

You have requested access to Office 365 (or other Microsoft services) which requires FAU Net ID authentication. Type your user name and password.



- Once complete, you will be asked if you wish to add another email account, tap Maybe Later. Outlook will download your email but it may take a few minutes to finish.

10:23 AM Thu Oct 13 Add Another Account



Would you like to add another account?

Maybe Later Add

## Built-in iOS Mail app setup

- Go to Settings > Mail, then tap Accounts.
- Tap Add Account, then select Exchange

9:49 ↶



◀ Mail

## Accounts

### ACCOUNTS

iCloud

Contacts, Messages, Notes, Health, Photos



Exchange

Contacts, Calendars



Gmail

Contacts, Calendars, Notes



Add Account



Fetch New Data

Push >

9:49



< Accounts

Add Account

 iCloud

Microsoft Exchange

Google

yahoo!

Aol.

 Outlook.com

Other

- Enter your email address and an optional description for the account. Click Sign In; then a prompt will pop up asking if this is a Work/School account or a personal account, select Work/School.

9:50



Cancel

Exchange

Next

Email @fau.edu

Description @fau.edu

Adding an Exchange account will allow the Exchange administrator to manage your account. You can also erase your account.

**Sign in to your "fau.edu"  
Exchange account using  
Microsoft?**

Your email address will be sent to Microsoft to discover your Exchange account information.

Configure Manually

Sign In

- At this point the FAU SSO window will appear for you to enter your Username/ password and approve Duo when prompted.

9:52



Cancel

🔒 sso.fau.edu

AA ↻

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## LOGIN TO OFFICE 365 (OR OTHER MICROSOFT SERVICES)

Sign in with your FAUNet ID

LOGIN

[Forgot your password?](#) or  
[Set Up a New Account](#) or  
[Need Help?](#)

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- Tap Next and wait for Mail to verify your account.
- Choose information from your email account, like Contacts or Calendars.
- Tap Save.