Swinburne University of Technology Sarawak Campus

Information Technology Services Unit

How to setup Office 365 email in Apple devices

Note : If you have an existing Swinburne Sarawak email configured in your device, please delete your email profile before migrating to Office 365 by following the steps below. For first time email setup, skip to step 2.

How to delete your existing Swinburne Sarawak email profile

1. Go to phone *Settings*, tap *Mail* & select *Accounts*



Tap Accounts and select Delete Account



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2. Go to phone *Settings* and select *Mail*



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	Settings	
	iCloud	>
	iTunes & App Store	>
	Mail	>
1	Contacts	>
-	Calendar	>
	Notes	>
	Reminders	>
5	Phone	>
	Messages	>
	FaceTime	>
-		

3. Select Accounts and Add Account



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🗙 Mail	Accounts		
ACCOUNTS			
iCloud iCloud Drive, I	Vail, Contacts and	l 7 more	>
Add Account	+		>
Fetch New D	ata	Push	>

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4. Select *Exchange* & enter your *Swinburne Sarawak email address* and *password*. Tap *Next* once done.



5. Once done, select the services you wish to sync then tap Save.



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6. The services selected are now active and are syncing to your device