**Set up email using the iOS Mail app to Connect to Office 365**

1. Go to your iPhone or iPad's **Settings** > scroll down and tap **Accounts & Passwords** > Select your Tarleton State University Account.

   ![Settings Screen](image)

   **Note**: If you’re on iOS 10, go to Mail > Accounts > Add Account.

2. Then tap on **Account**. You will see the details for your account that we need to reconfigure.

3. Change the **Server** from `exchange.tarleton.edu` to `outlook.office365.com`, leave the **Domain** blank, then type in your **Username** in this format: `username@tarleton.edu`, then your **Password**. Tap **Done**.

   ![Account Screen](image)
4. Your email should now be configured to connect to Office 365.