

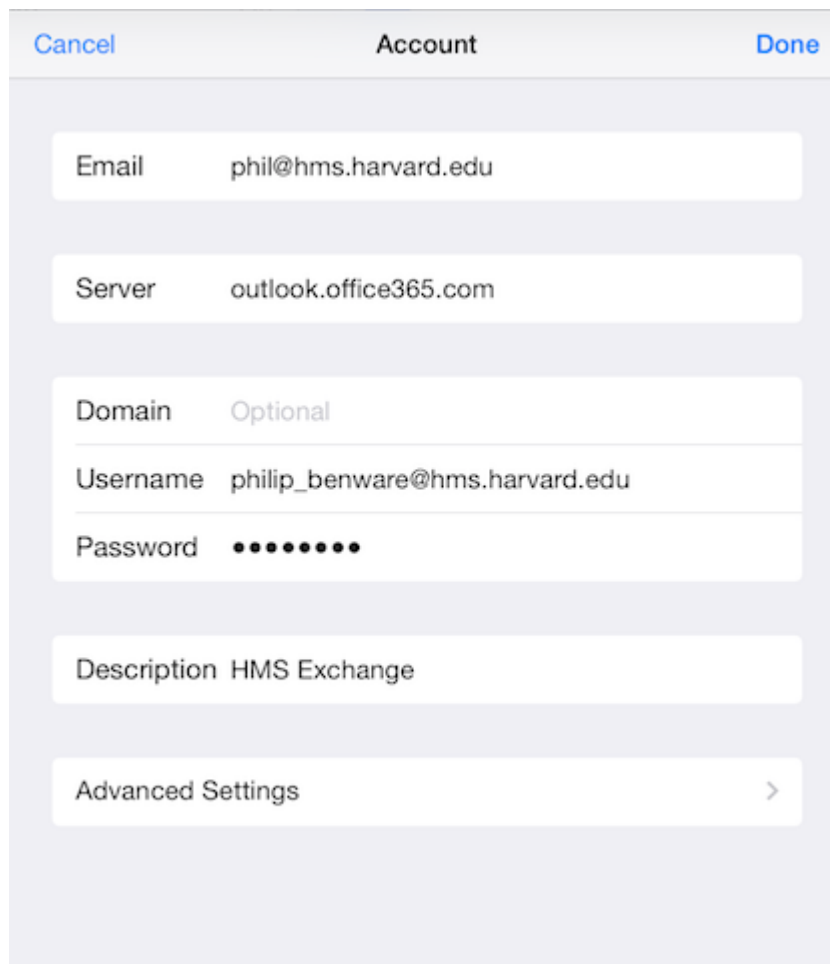
Office 365 Migration for iOS (All versions)

Use these instructions to reconfigure your iOS device once you have been migrated to Office 365 email and calendaring services.

Once you've been migrated, you will not be able to access your mailbox with your iOS device until you follow these steps.

Updating you iDevice for Office 365

1. Tap **Settings**.
2. Tap **Mail, Contacts, Calendars**.
3. Tap your **HMS Exchange** account.
4. Tap **Account**.



The screenshot shows the 'Account' settings screen for an Office 365 account. The screen has a light gray background and a white top bar with 'Cancel' on the left, 'Account' in the center, and 'Done' on the right. Below the top bar, there are several white input fields with labels on the left and text on the right:

- Email:** phil@hms.harvard.edu
- Server:** outlook.office365.com
- Domain:** Optional
- Username:** philip_benware@hms.harvard.edu
- Password:** ••••••••
- Description:** HMS Exchange
- Advanced Settings:** >

5. In the Domain field, delete the entry, if it exists. Leave this field blank.
6. In the Server field, enter **outlook.office365.com**

Office 365 Migration for iOS (All versions)

7. In the Username field, enter your full **primary HMS email address**. This is usually in the form of [firstname_lastname@hms.harvard.edu](#). **Not sure what your primary email address is?**
 - a. Log into [ecommons.med.harvard.edu](#)
 - b. Click **Preferences**
 - c. Click **Messaging**
 - d. Your primary email address appears under the "E-Mail Options" heading
8. Tap **Done**.

Outlook is now configured to connect to the Office 365 email system.

Connect from Anywhere!

Make sure to try [Outlook Web Access](#) (OWA)!

- Drag and drop email attachments
- Looks and works the same from every browser
- Online archiving
- Quickly filter new messages

Find Out More about Outlook Web App for Office 365

Read about [OWA's new features](#) and how to [get started using OWA](#).