

Setup Office 365 email in the iOS Mail app

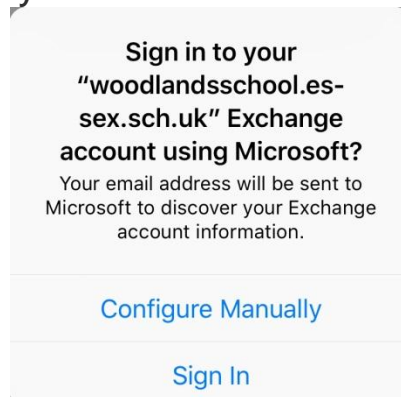
To use the **built-in Mail app** on your iPhone or iPad:



1. Go to **Settings**, scroll down to **Accounts & Passwords** then tap **Add Account**.
2. Select **Exchange**.
3. Enter your **own full school email address** then select **Next**:

Cancel	Exchange	Next
Email	username@woodlandsschool.essex.sch.uk	
Description	Exchange	

4. Select **Configure Manually**:



5. Enter your password then select **Next**:

Cancel	Next
Email	username@woodlandsschool.essex.sch.uk
Password	●●●●●●
Description	Exchange

6. Enter the details as below, with your own full email address in the **Email** and **Username** fields:

Cancel	Next
Email	username@woodlandsschool.essex.sch.uk
Server	outlook.office365.com
Domain	Optional
Username	username@woodlandsschool.essex.sch.uk
Password	●●●●●●
Description	Exchange

7. Choose if you want to sync **Contacts**, **Calendar** etc. and then select **Save**.

Note: You may be prompted to change the PIN / password on your phone if it is older than 90 days and/or less than 6 digits/characters.

The new mailbox will now be available in the Mail app.

Mobile Device Policy

To ensure your email account and any data contained within remain secure, the following policies are applied to your device:

- A minimum 4 digit password for connected devices
- The password will expire every 90 days
- The device will be wiped after 10 failed passwords
- Password recovery is enabled
- Inactivity timer: 15 mins
- Password recycle count: 5
- Policy refresh interval: 12 hour

If you do not accept these terms your device will not connect.