

Set Up Exchange ActiveSync E-Mail on an Apple iPhone, iPad, or iPod Touch

You can set up Exchange e-mail on an Apple iPhone or iPad. When you set up an Exchange account on your device, you'll be able to access and synchronize your e-mail, calendar, and contacts.

How do I set up Microsoft Exchange e-mail on an Apple iPhone, iPad, or iPod Touch?



Use Outlook for iOS

Note Outlook for iOS requires iOS 8.0 or higher. App availability varies by country so [find out what's available in your country](#). If the app is incompatible with your device, try adding your mail account using the built-in mail app that comes with your device.



Use the built-in iOS mail app



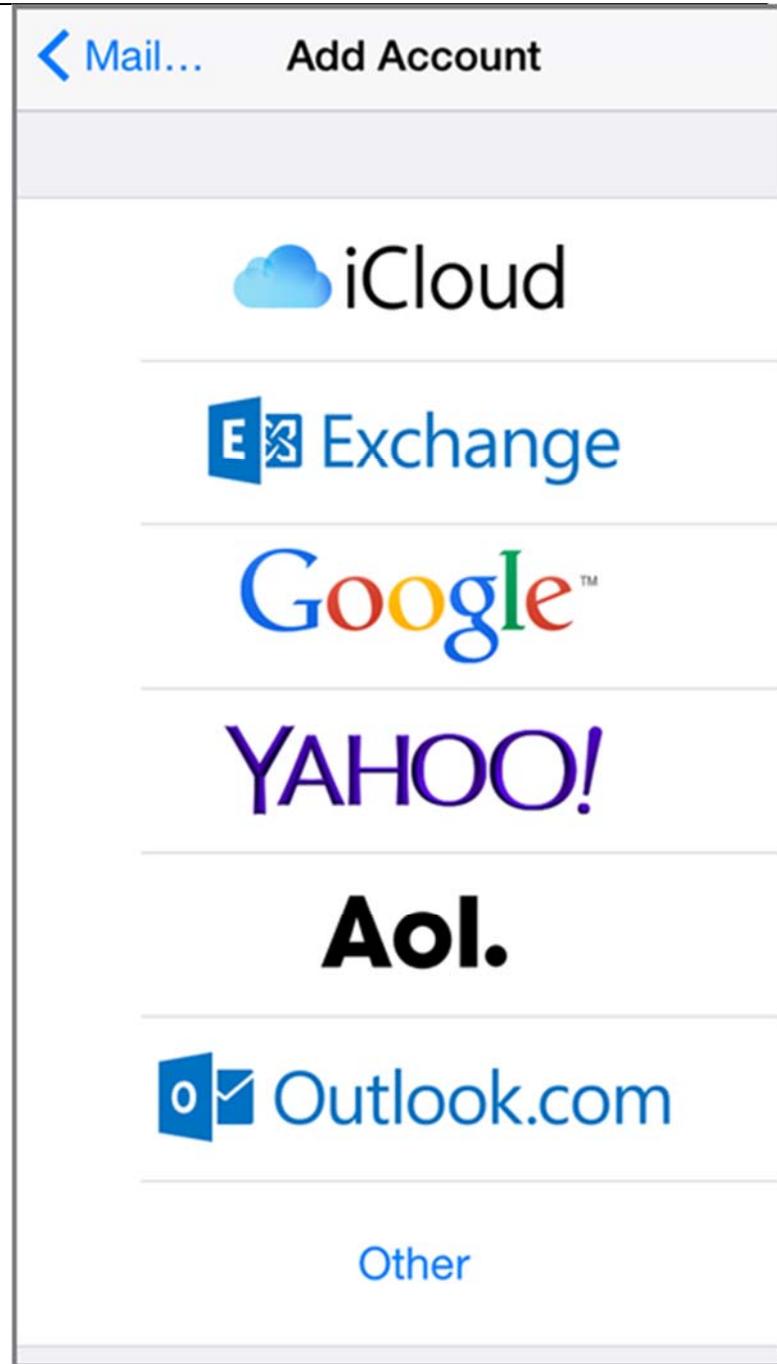
[View these steps in a video.](#)

1. Tap Settings > Mail, Contacts, Calendars > Accounts > Add account > Email.
2. In the Add Account page, tap Exchange.

1. Download the [Outlook for iOS](#) app from the Apple Store if you haven't installed it yet.

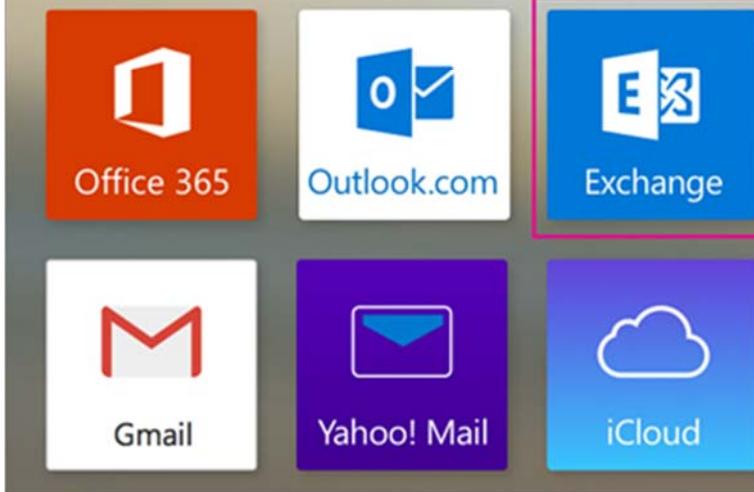
If you already have it installed, open it, then tap **Settings** > **Add Account**.

2. Tap **Exchange** if you're using an Exchange-based mail account.



Add an Account

Select an account below



3. Type your full email address, for example John.Doe@la.gov, type your password, and then tap **Sign in**. Outlook for iOS begins syncing.

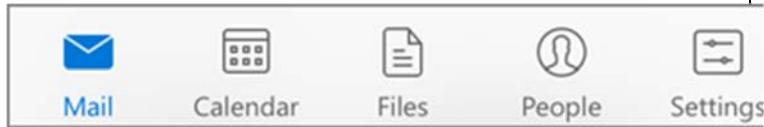
3. Enter your full email address, for example John.Doe@la.gov, and your password, and then tap **Next**.

| | | |
|--------------------|------------------|------|
| Cancel | Exchange | Next |
| Email | tony@contoso.com | |
| Password | ●●●●●●●● | |
| Description | Exchange | |
| Exchange Device ID | | |

4. By default, **Mail**, **Contacts**, and **Calendar** information are synchronized. Tap **Save**.
5. When prompted to create a passcode, tap **Continue** and type a numeric

Tip If you get a time-out message, your password or other information might be incorrect. Retype the information, and then try again.

4. Tap one of the icons to view your calendar, files, or contacts in the app.



5. To learn more about using Outlook for iOS, tap **Settings** > **Help**. Or, see [Frequently asked questions about Outlook for iOS and Android](#)

Add another account

- You can have more than one email account in Outlook for iOS. [Select the](#)

passcode. If you're prompted and don't set up a passcode, you can't view this account on your device. You can also set up a passcode later in your settings.

type of account you want to add and follow those steps.

Delete an account

1. Tap **Settings**.
2. Tap the account you want to delete.
3. Select **Remove Account**, and then select **From Device** or **From Device & Remote Data**.