IPhone/IPad Configuration for Office365 Conversion

1. Locate the “Settings” app and type on the icon to open.

2. Locate “Mail, Contacts, Calendars” on the left side of the screen and tap on it.
3. On the right side of the screen, tap on the mail account associated with your SUNY e-mail.

4. Tap on your email address on the “account” line.
5. There are three settings to update, “Server”, “Domain”, and “Username”. When you first enter they will look similar to the image below.
6. On the “Server” line, change the text to outlook.office365.com.
7. Delete any text in the “Domain” line.
8. Change “Username” to your SUNY e-mail addresss.
9. Tap “Done” on the screen and the following screen, and the connection will verify, you can now close out of the settings app and return to using your mail, contacts and calendar. Please note however it may take a few minutes for items to repopulate in accordance with your mailbox size.