iPhone, iPod, iPad email setup

Add the Outlook for iOS app - iPhone or iPad
For the best experience, Microsoft recommends using the Outlook mobile apps.

- [Outlook for iOS app for iPhone or iPad - Apple Store](https://itunes.apple.com/app/outlook-for-ios-mail/id389660572)
- [Outlook for iOS and Android Help - Microsoft](https://www.outlook.com/help)

You can also follow the manual setup instructions to add college email to your email app on your iOS device.

**Or - Setup your college email in the built-in iOS mail app**

Please read [information and warnings](#) before proceeding.

General instructions - your phone options may differ.

1. From your device **Settings**, tap **Mail > Accounts > Add Account**.
2. Select **Exchange**.
3. Enter:
   - **email**: your email address - yourUsername@madisoncollege.edu
   - **Domain**: do not enter anything in this field; leave this blank
   - **Username**: your email address - yourUsername@madisoncollege.edu
   - **Password**: your password
4. Tap **Next**.
5. **Server**: For Office 365 Student and Employee webmail - enter: outlook.office365.com
6. Tap **Next**.
7. **Select which items you would like to sync** (most users use the default settings), **allow permissions**, and tap **Save**.

Remember to update your password on the IOS device too whenever you change your password.

Remove an email account in the built-in iOS mail app

To change the account information on your iPhone or iPad, you may need to remove and re-add the account.

Your options may vary depending on your iOS device.

1. **Tap Settings**.
2. **Tap Mail** and select the email account you want to delete.
3. **Tap Delete Account** and tap **Delete Account** again to delete the account.