


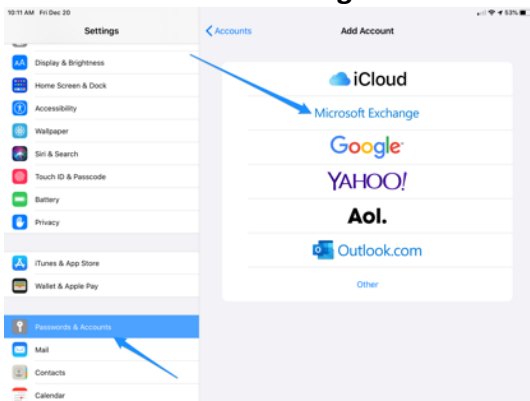
How to Add Outlook 365 to iOS Devices (iPhones/iPads)

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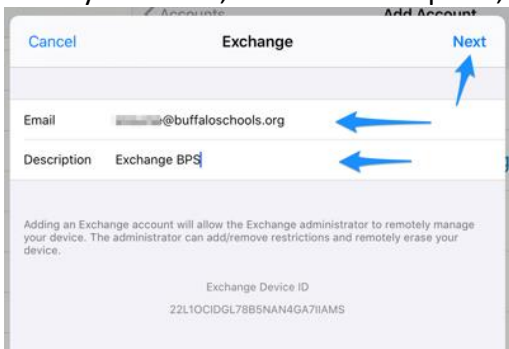
Adding a new account to the built in Mail/Calendar apps

If you want to use your district email, calendar and contacts on your iPhone or iPad's built in Mail, Calendar and Contacts apps, follow these directions.

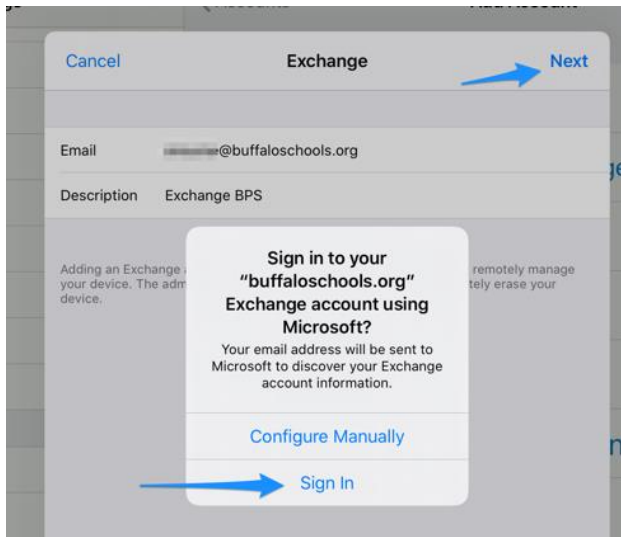
-  Open the **Settings** app and go to **Passwords & Accounts**
- Tap **Add Account**
- Choose **Microsoft Exchange**



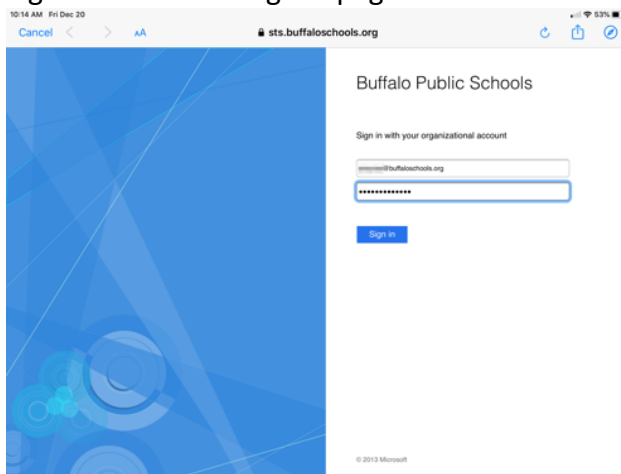
- Enter your email, edit the description, and tap **Next**.



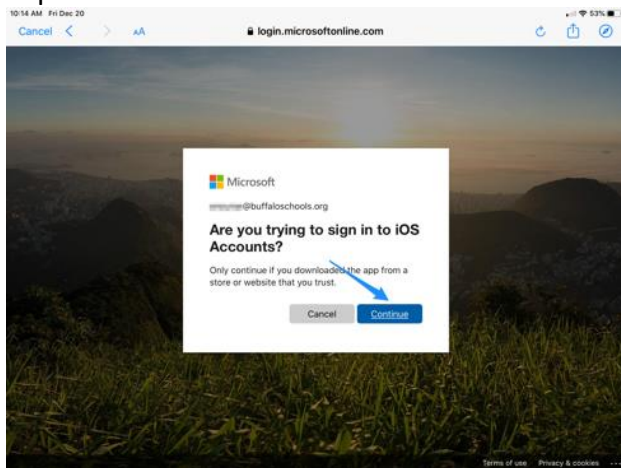
- Tap **Sign In** on the next screen



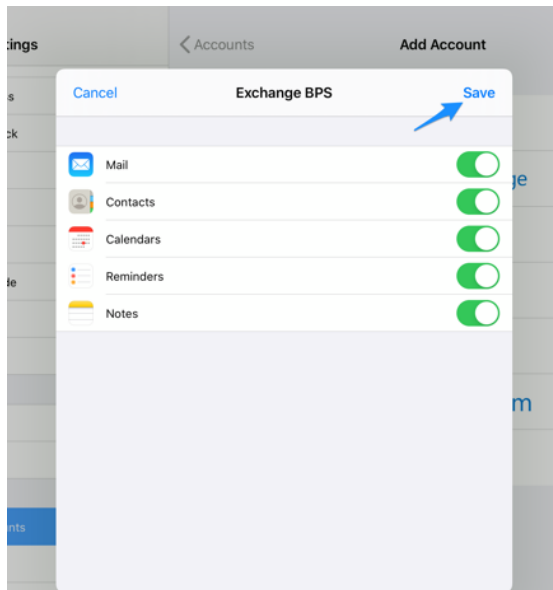
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- Sign in on the BPS sign in page



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- Tap **Continue** on the next screen



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- Confirm which services you want to sync and then tap **Save**



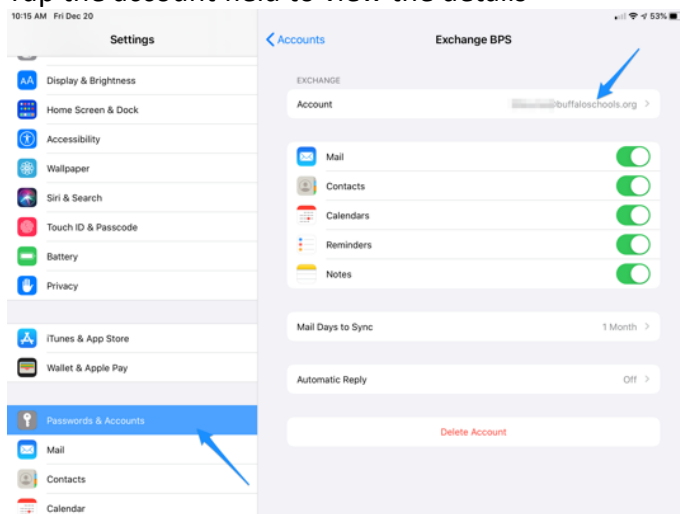
Your BPS email account will now be synced to your device and will appear in your Mail, Calendar and Contacts apps.

Make sure your default settings for each account are set- on a personal device you will probably want your personal email, calendar and contacts account, and on a district device you will want your district account to be the default.

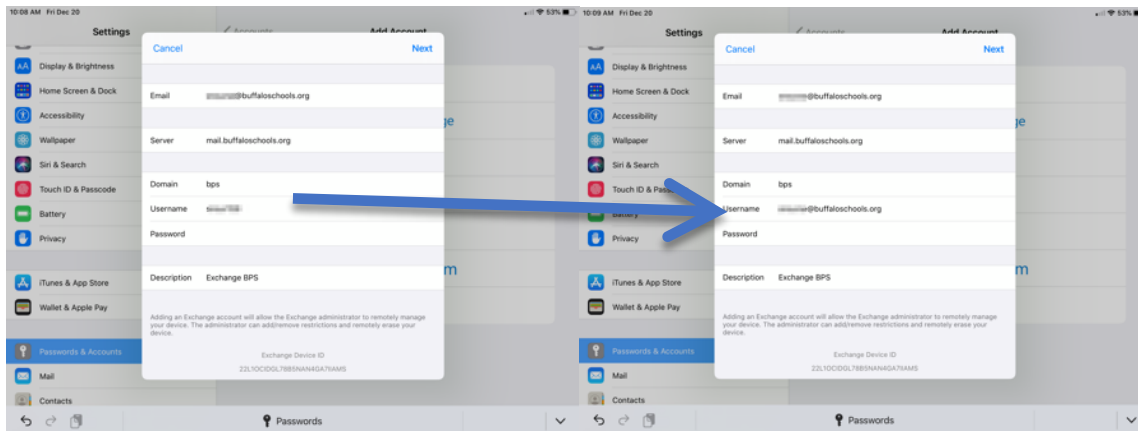
Reconfiguring an existing setup with the built in Mail/Calendar apps (fix)

If you already had your district account setup with your iPhone or iPads' default apps you may need to adjust your login settings to work with the new Office 365 based mail.

- Open **Settings** and go to **Passwords & Accounts**
- Find your BPS Exchange account and open it
- Tap the account field to view the details



- Change the username from your AD Login to your full District email address



- Tap Next

Your email should now resume syncing as before. The mail server address will automatically change to the new configuration.

Deleting an existing setup with the built in Mail/Calendar apps to start over

If you have the BPS email already setup but are having issues adjusting the settings to make it work. It may be easier to delete your old account setup and start anew.

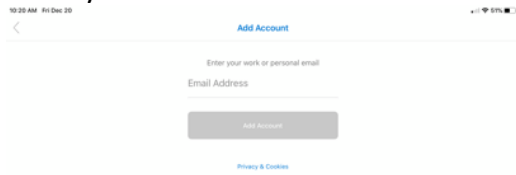
- Open **Settings** and tap **Accounts & Passwords**
- Tap on your BPS Exchange Account
- At the bottom of the account screen tap **Delete Account**
- Follow the instructions to complete the deletion
- Add the account following the **Add a new account...** instructions

Adding a new account to the Outlook Mobile app

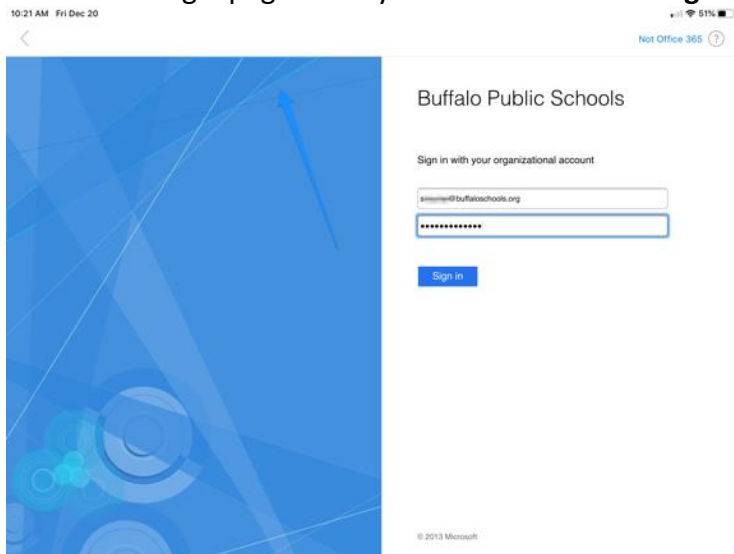
You may also use the [Outlook Mobile App](#) from the App Store as an alternative to the built in clients. This app has some interesting features and can also help keep your school information separate from your personal information.

Setting it up is fairly straightforward using your email address.

- Tap the Add account button
- Enter your BPS email address



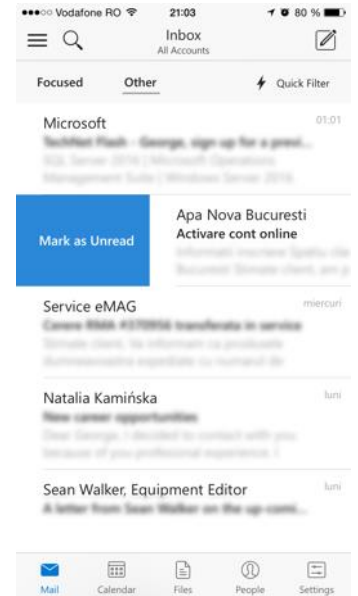
- On the BPS login page enter your information and **Sign In**



- If it offers to add another account choose Maybe Later



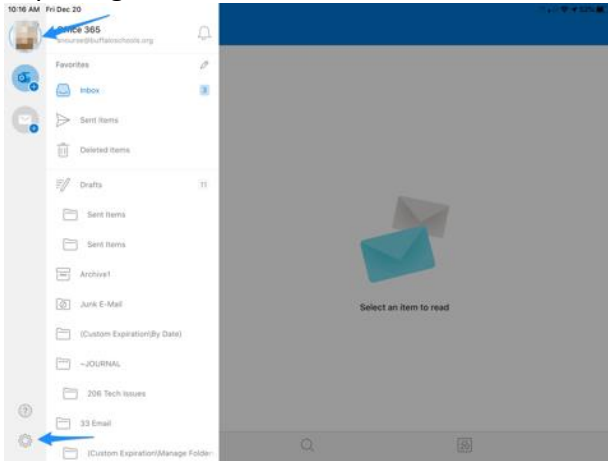
- Your Office 365 email account will now be available within the app.
- See the [Outlook for iOS help page](#) for more information



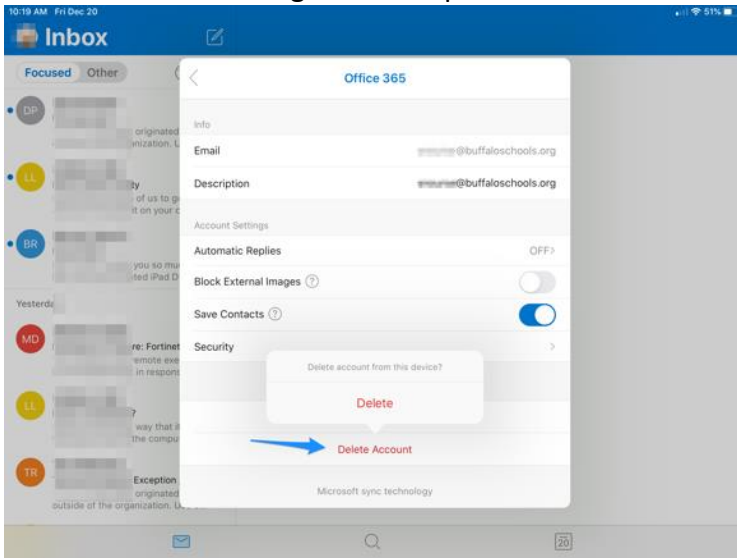
Deleting an existing account in the Outlook Mobile App to start over

If you had the Outlook Mobile app installed and are having trouble getting it connecting to the new mail system it may be easiest to delete the account and start over.

- Tap the button in the top left corner (could be Home icon or your profile pict)
- Tap the gear button at the bottom left corner



- On the Accounts screen select the BPS account you wish to delete
- On the Account Settings screen tap **Delete Account** and then **Delete**

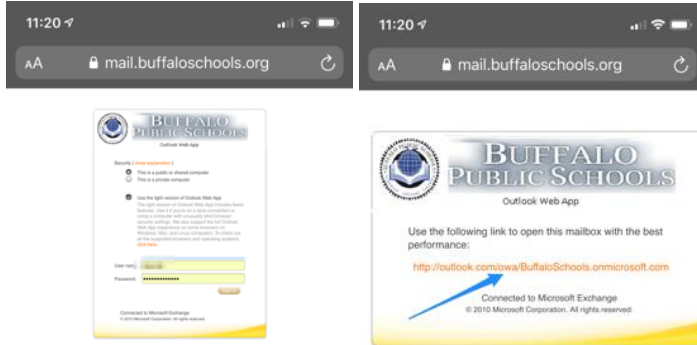


Follow the instructions to Add the account back into the app.

Using the Outlook Web App, Add to home page

If you don't want your device default apps tied to your district email account and don't want or have room for an extra app like Outlook Mobile, the new webmail has a fairly robust web app that you can add to your Home screen. It doesn't take up much space and offers many of the features of the full Outlook Mobile app.

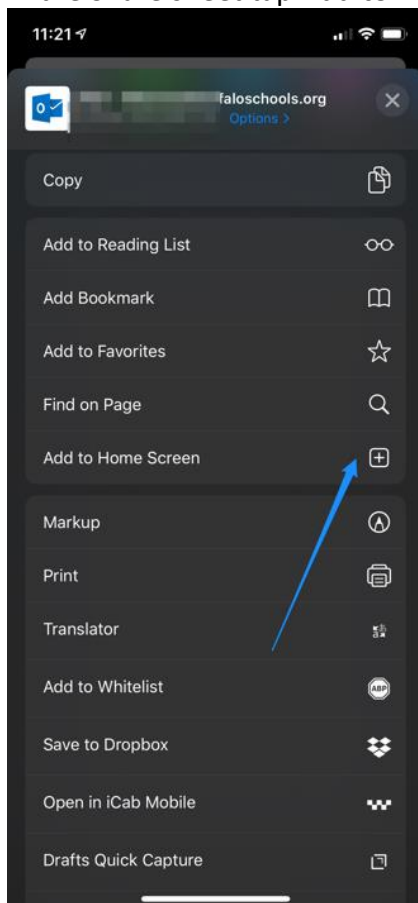
- In Safari go to [the district email page](#).
- Login as normal. Note during the transition you may need to click a link to go to the new sign in page.



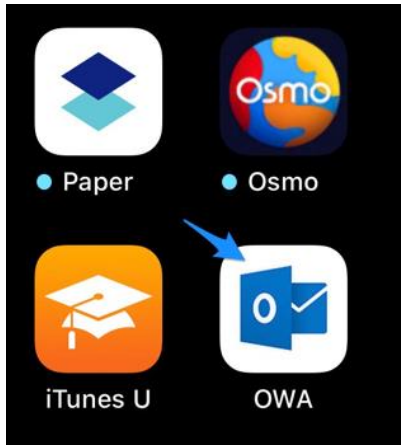
- On your email page tap the **Share** button at the bottom of the screen.



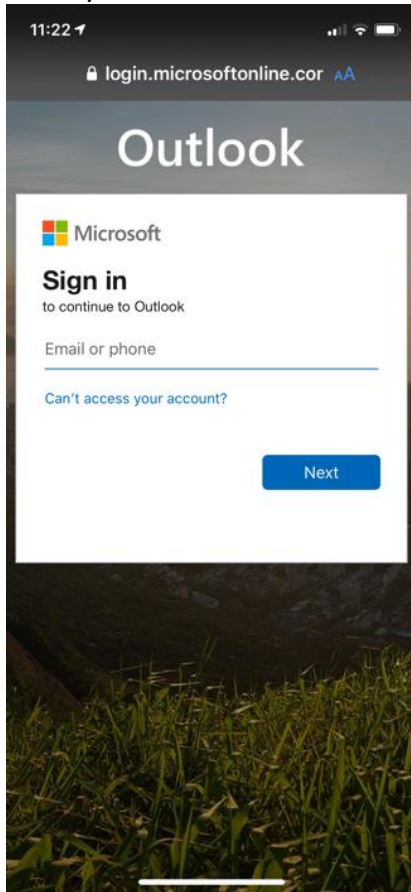
- In the Share sheet tap **Add to Home Screen** button



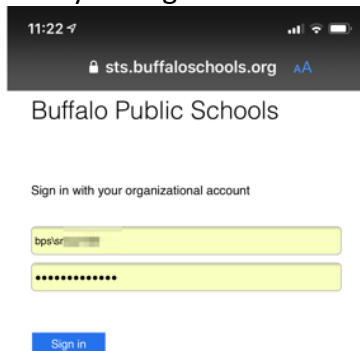
- This will create a web app icon “**OWA**” on your device home screen. Move it to a handy location on your home screen or dock



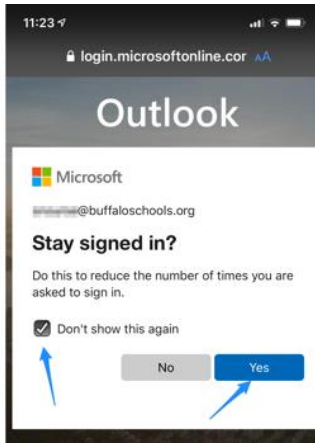
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- Open the **OWA** web app. You will need to login and save your credentials.
- Enter your email address on the sign in page.



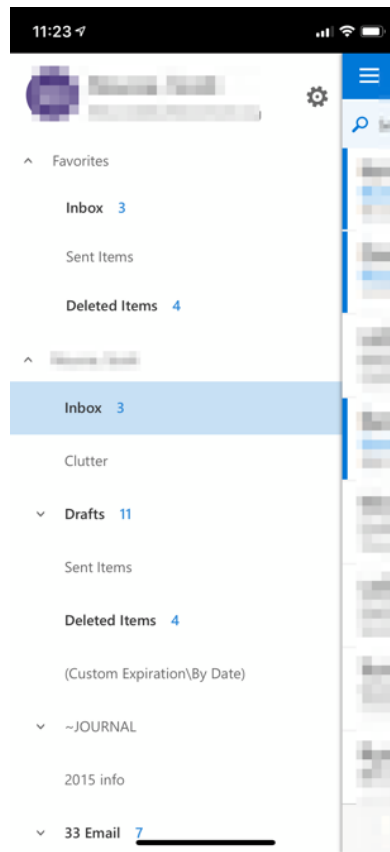
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- Enter your login on the BPS login page and tap **Sign In**



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- On the next screen check **Don't show this again** and tap **Yes**



- You should now be able to tap the **OWA** web app icon on your homescreen and go right to your mail view. Calendar and Contacts buttons are on the bottom. Tap the 3 vertical bar button to view your mail folders.



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