

Office 365

How to access your EQ emails
On your iPhone/iPad

Set up email, calendar and contacts

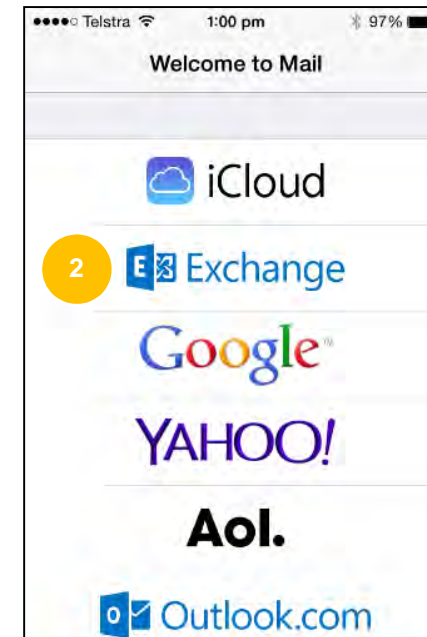
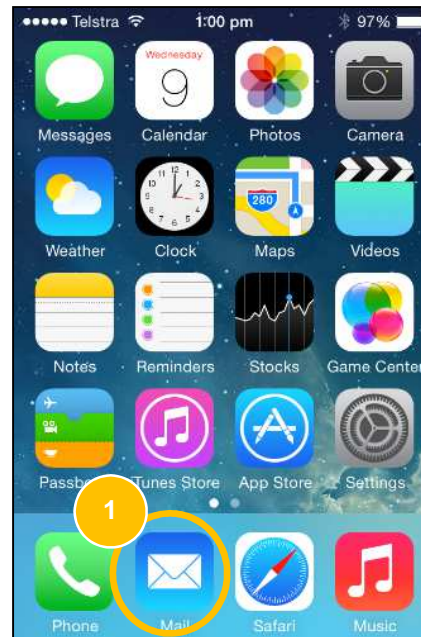
You can connect to your EQ email account on an iPhone. When you set up an Exchange account, you'll be able to access your email, calendar, and contacts as well as from your usual work computer. There are different instructions depending on whether this is the first time you've setup an email account on your device. Although iPhone screenshots are shown, the steps for an iPad setup are the same.

Start here if this is the first email account you have setup on your iPhone/iPad.

If you have previously setup another email account on your iPhone, start at Step 3

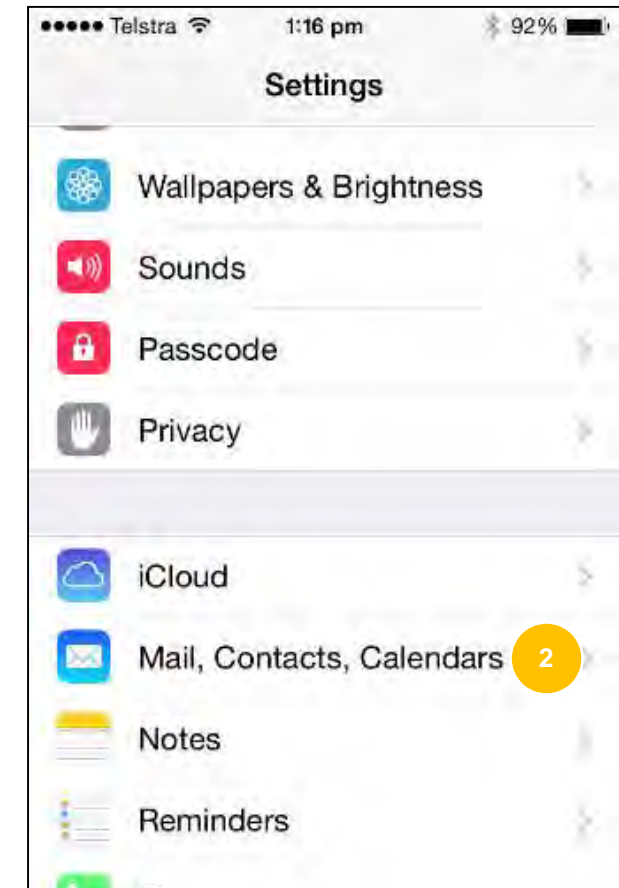
1. Select the **Mail** icon
2. The **Welcome to Mail** screen is displayed, select **Exchange**

Proceed to Step 5.

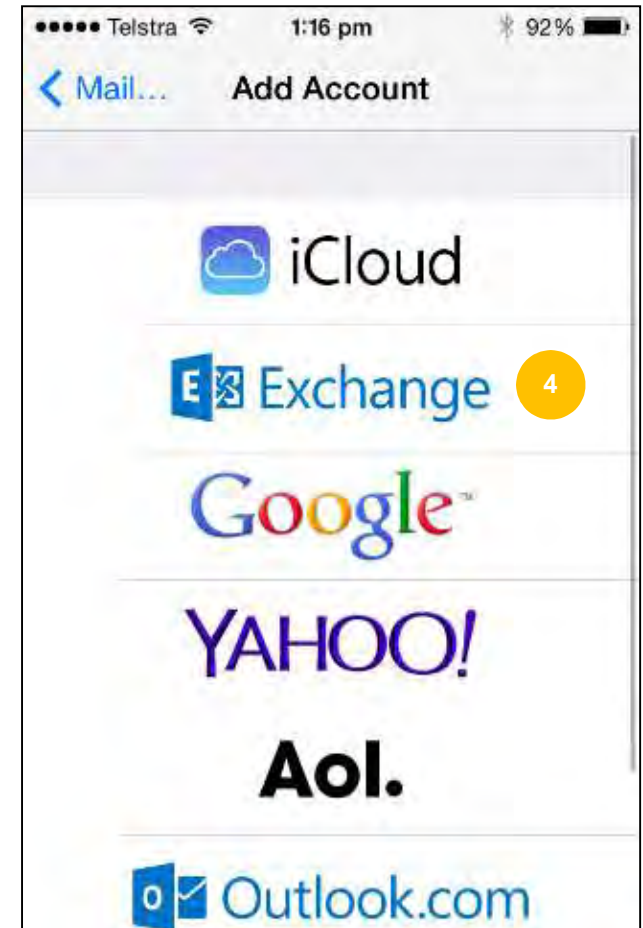
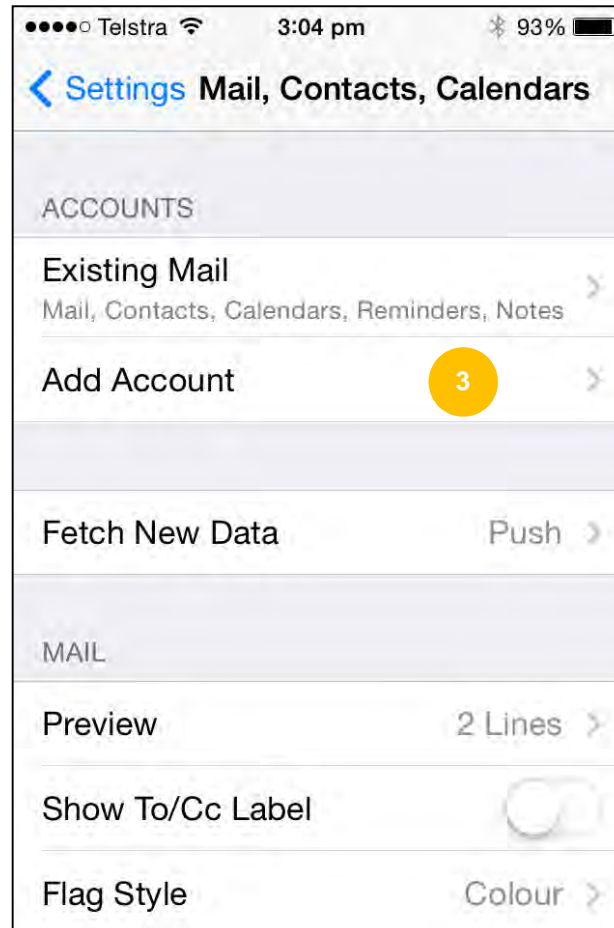


Start here if you have already setup an email account on your iPhone/iPad

1. Select **Settings**
2. In the Settings screen, select **Mail, Contacts, Calendars**



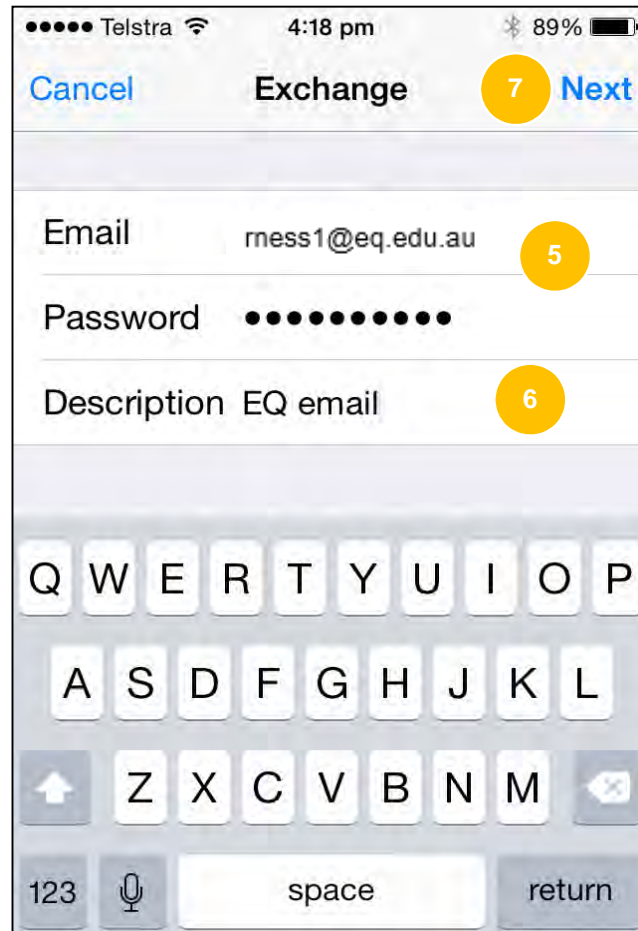
3. In the Mail, Contacts, Calendars screen, select **Add Account**
4. In the Add Account screen, select **Exchange**



5. In **Email** and **Password**, type your full EQ email address and password
6. Type a **Description** to name this account. We recommend calling it 'EQ email'.
7. Select **Next**
8. Your details will then be verified

If your details are accepted, go to **Step 14**.

If there was an error, go to **Step 9** to manually enter your server name.



Manually enter your Server settings

9. This screen will be displayed if your details cannot be verified
10. In **Server**, type **outlook.office365.com**
11. In **Username** and **Password**, type your full EQ email address and password
12. Select **Next**

Cancel 9 Next

Email rness1@eq.edu.au

Server Optional

Domain Optional

Username Required

Password Required

Description EQ email

Cancel 12 Next

Server outlook.office365.com 10

Domain Optional

Username rness1@eq.edu.au 11

Password ●●●●●●●●●●

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13. Your details will be then be verified

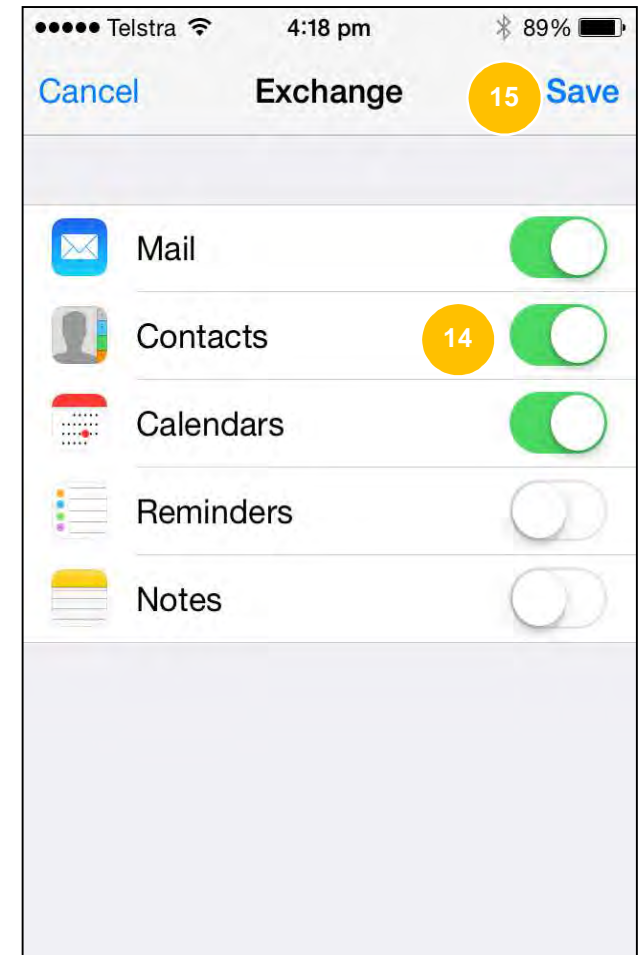
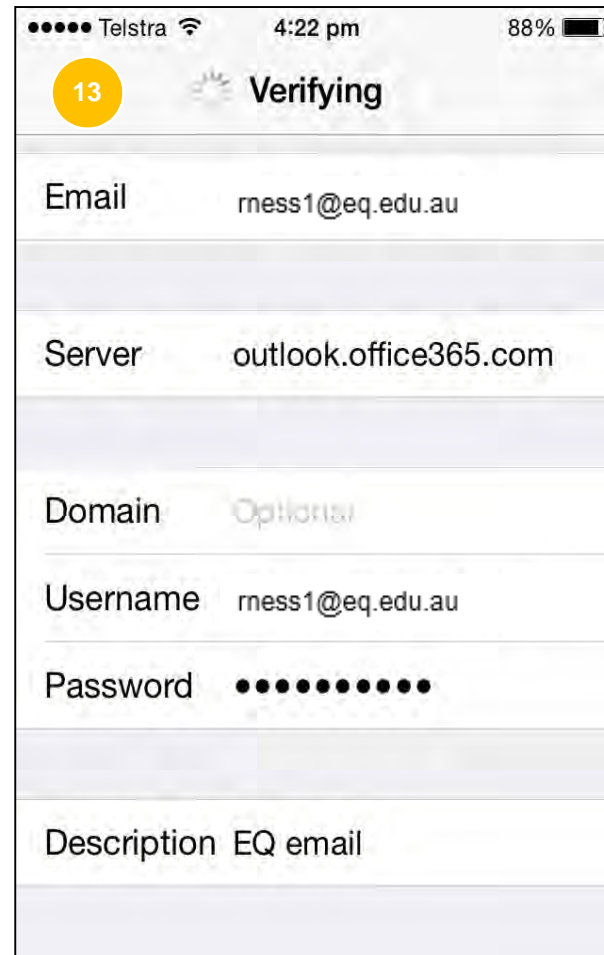
Choose the type of information you want to synchronise between your account and your iPhone/iPad

14. Select your synching preferences.
We recommend selecting Mail, Contacts and Calendars.

15. Then click **Save**

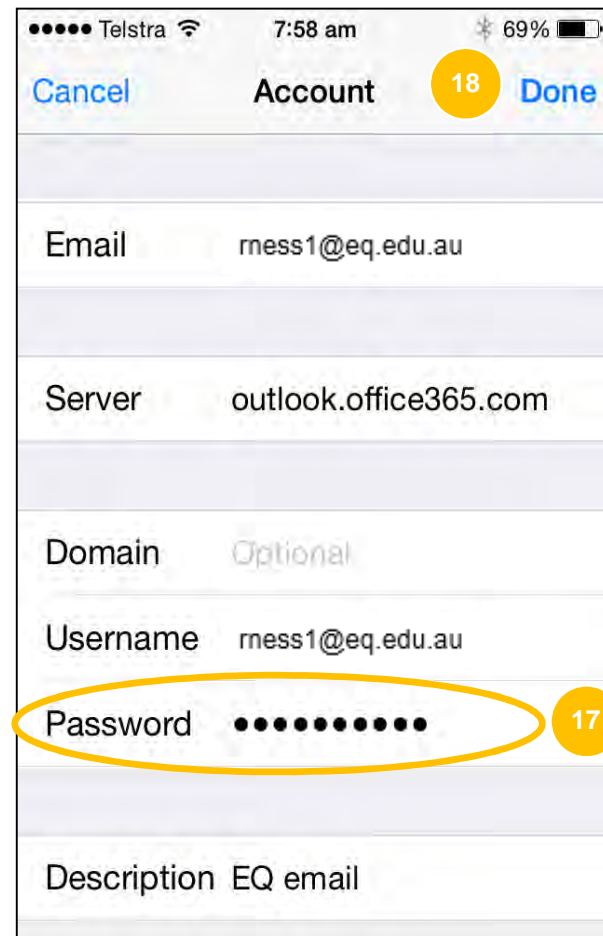
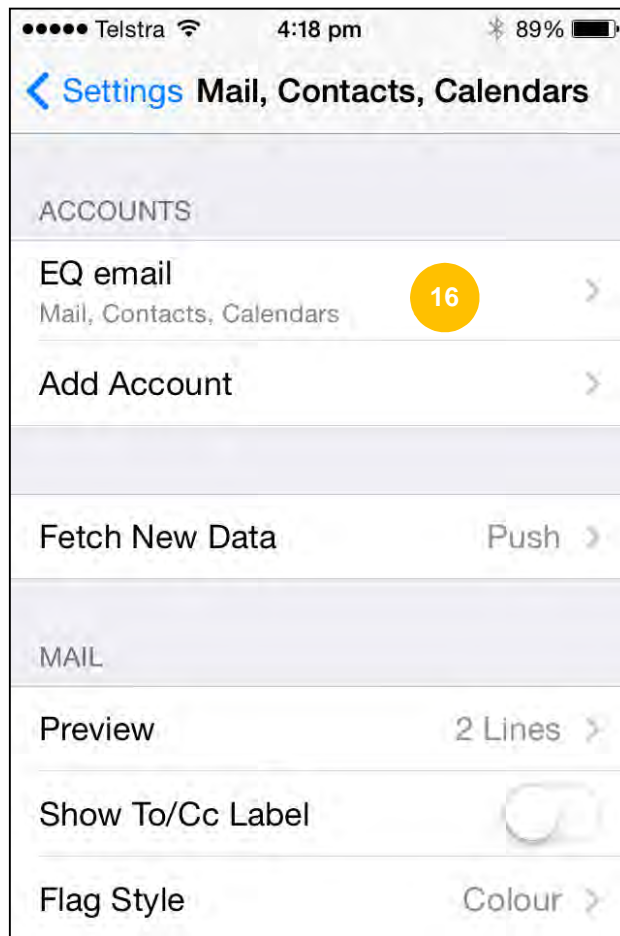
Congratulations! Your new email account is now created.

NOTE: If you still have your old EQ Webmail account setup, this will now need to be removed.



Whenever you change your EQ network password, you'll need to update it on your iPhone/iPad too.

16. You can do this by going to **Settings**> **Mail, Contacts, Calendars** and selecting your EQ email account, that you named as 'EQ email' in Step 6
17. Type your new password in the **Password** field
18. Tap **Done** to update your password



You can now access your EQ Mail, Calendar and Contacts

19. Tap the **Mail** icon on the home screen
20. Tap the **Calendar** icon on the home screen
21. Tap the **Phone** icon on the home screen to access contacts
22. Tap the **Contacts** icon

