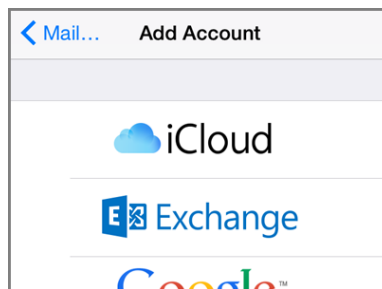


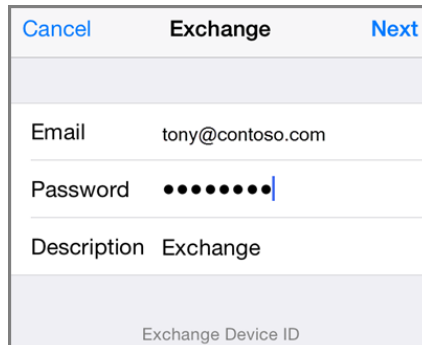
IPHONE OR IPAD

If you have Lincoln Uni email on your Apple mobile phone or tablet, then you will need to update the settings to point to Office 365.

1. Tap **Settings > Mail, Contacts, Calendars >Accounts >**
 - Open your existing Lincoln email.
 - Swipe off the mail button
 - Go back
2. **Add account > Email.**
3. In the **Add Account** page, tap **Exchange**.



Enter your full email address, for example **tony.test@lincoln.ac.nz** and your password, and then tap **Next**.



If you are prompted with a 'Certificate' or 'Security' warning, press OK or Continue.

4. You may get prompted with a warning "Cannot Connect to the Server..." If you get this warning, please enter the below details

Server: outlook.office365.com

Domain: lincoln.ac.nz

Username: your email address

Password: your password

(Once all ticks display) Save

5. By default, **Mail, Contacts,** and **Calendar** information are synchronized.