How to Configure Office 365 Email on your Apple Device

PLEASE NOTE

Your email username is different than your email address. Your email address will not change. The email username (which looks like an email address, but really is not) will be used when configuring Outlook, setting up your email on a device, or using Webmail.

The naming convention for usernames is:

yourpolarisusername@peacelibrarysystem.ab.ca

For example:

plshpott@peacelibrarysystem.ab.ca
pabarhgranger@peacelibrarysystem.ab.ca
parymrweasley@peacelibrarysystem.ab.ca
pahfxlibmanager@hogwartslibrary.ab.ca

It does not matter what your email domain is (e.g. @beaverlodgelibrary.ab.ca, @rainbowlakelibrary.ab.ca, @slavelakelibrary.ab.ca), your username will always end with @peacelibrarysystem.ab.ca.

1. Go to Settings.

2. Click Mail, Contacts, Calendars.
3. Click **Add Account**.

4. Select **Microsoft Exchange**.
5. Enter your **email address** and your **Polaris password**. Click Next. You may enter a different description if you have multiple email accounts on your device.

![Screen showing email and password entry](image)

6. On the next page, you will see the configuration screen. Enter in the **following information** and click Next.
   a. Email: Your email address
   b. Server: outlook.office365.com
   c. Domain: PLS
   d. Username: PolarisUsername@peacelibrarysystem.ab.ca
   e. Password: Your Polaris password

![Screen showing configuration options](image)

7. Once the information is verified, you should see Mail, Contacts, Calendars, Reminders, and Notes all **On**. You may turn individual features off if you do not plan to use them.

![Screen showing feature toggles](image)
8. **Optional**: By default, only one week of prior email is synced to your device. If you would like to change this, do the following:
   a. Click on the account description you just added.
   b. Select **Mail Days to Sync**.
   c. Choose the duration you would like.