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.
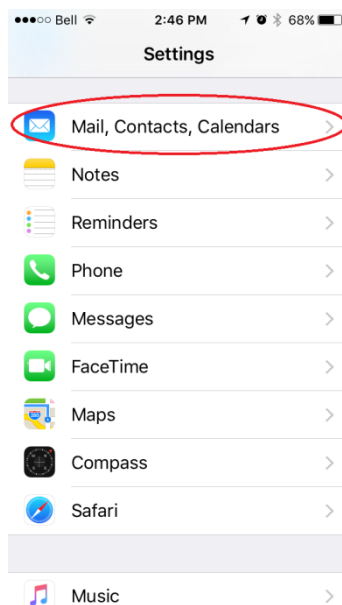
The naming convention for usernames is:

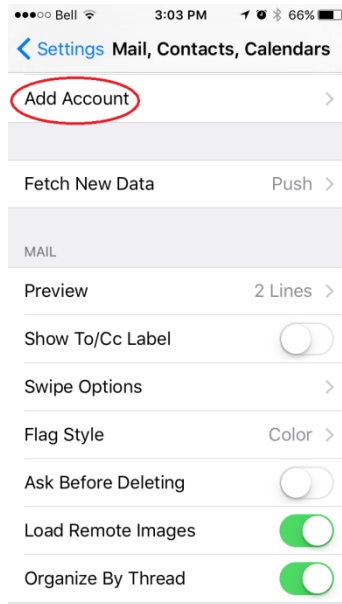> yourpolarisusername@peacelibrarysystem.ab.ca

For example:

> plshpotter@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.
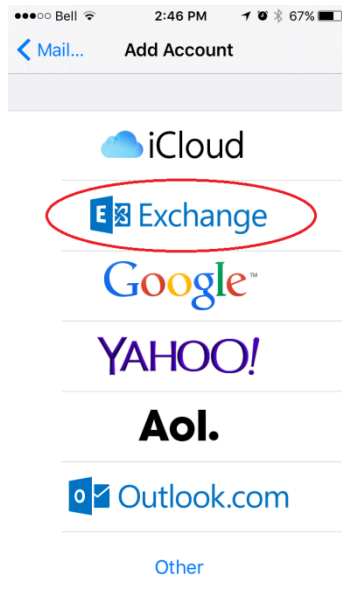
1. Go to **Settings**.

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.

●●●○○ Bell 🛜   3:09 PM   🔸 🕙 ⁂ 64% ◼️

Cancel   **Exchange**   Next

Email   hpotter@peacelibrarysyste…

Password   ●●●●●●●●●●

Description   PLS-O365

Exchange Device ID
150S02JSBT0OVFC7KMNP5B4KNS

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

●●●○○ Bell 🛜   3:10 PM   🔸 🕙 ⁂ 64% ◼️

Cancel   Next

Email   hpotter@peacelibrarysyste…

Server   outlook.office365.com

Domain   pls

Username   plshpotter@peacelibrarysyst

Password   ●●●●●●●●●●

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.

●●●●● ROGERS LTE   5:50 PM   ⊕ 42% ◼️

Cancel   **Exchange**   Save

✉️ Mail   ⬤

👤 Contacts   ⬤

📅 Calendars   ⬤

📋 Reminders   ⬤

📒 Notes   ⬤

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.