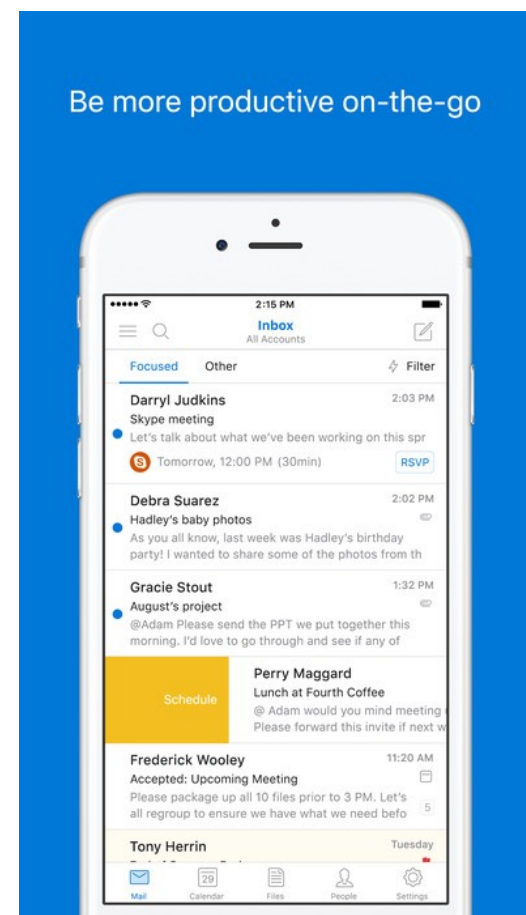# Outlook App

UMass IT recommends that you use the **Microsoft Outlook for iOS and Android** to access your Office 365 Email & Calendar. The new app was designed to work with Office 365 and provides more features and functionality than the native iOS email and calendar applications. Not only does the Outlook app have more reliable calendaring, it allows you to view other calendars that are shared with you and lets you set Out of Office notifications on the go. It also integrates with the other mobile Office applications like OneDrive and Word. Sign in using your full UMass email address and UMass password.
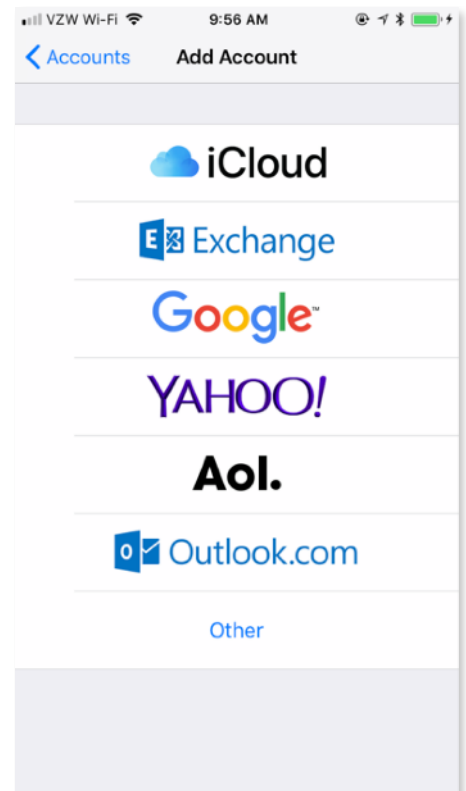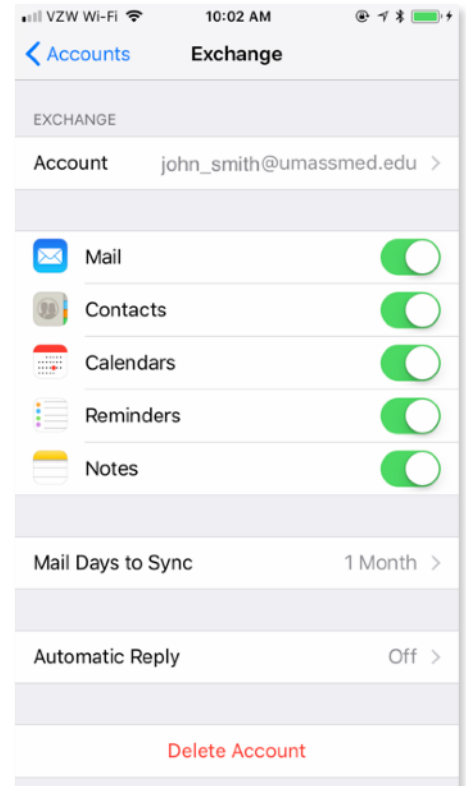
To download for iOS, click here: https://itunes.apple.com/us/app/microsoft-outlook-email-and-calendar/id951937596
To download for Android, click here: https://play.google.com/store/apps/details?id=com.microsoft.office.outlook

Legacy Setup: Configuring native iOS Mail.app

1. You must delete your existing UMass Exchange account from your device before connecting it to Office 365 Email & Calendar. From the **Settings** menu, tap **Mail, Contacts, Calendars** and select your existing Exchange account.

2. Verify that your UMass email address is in the **Account** field and tap **Delete**.

3. Tap **Add Account** on the Mail, Contacts, Calendars screen then choose **Exchange**.

4. Enter the following information:
Email: Your primary e-mail address
Password: The same password you used to access your email before migration
5. Tap **Next**

6. In most cases, the device will be able to discover your account information automatically; you can skip this step unless you are prompted for this information:
Server: outlook.office365.com
Domain: Leave blank
Username: Your primary e-mail address again
Password: The same password you used to access your email before migration
7. Tap **Next**

8. Once your device has verified your account with Office 365 Email & Calendar, you can choose which mailbox objects you want to synchronize. All are turned on by default, but you may de-select any you don't wish to sync.

9. Tap **Save** to complete setup