

Set up UAL Email on Your iPhone or iPad

This is a general guide. Some steps may differ between iOS versions.

01. Go to **Settings**. Tap **Mail**.
02. Tap **Accounts**. Tap **Add account**, then tap **Exchange**.
03. In the email field, enter your **UAL email address**. You can change the name of your account in the Description field. Tap **Next**.
04. In Password, enter your **UAL password**. Tap **Next**.
05. Your device will attempt to connect to your UAL mailbox.
06. You may need to enter more information:
Domain: **outlook.office365.com**
Server: **outlook.office365.com**
Username: your **UAL email address**
07. In Advanced settings, make sure that Use SSL is turned **on**.
08. Click **Next**.
09. Select the tasks you want to sync with your device eg. mail, contacts, calendar, etc.
10. Click **Save**.
11. Tap the account you've just created.
12. Tap '**Mail days to sync**' to choose how often you'd like to sync your email.
13. Your device is now set up for UAL email.