

# iPhone Email Client Configuration



## Duo Users

If you are using Duo Two-Factor Authentication (2FA), Outlook Mobile is the only supported email client. The iOS Mail app does not work reliably, and is not recommended.

## Outlook Mobile

1. Follow instructions here: [Outlook on Mobile](#)

## iOS Mail

### Setup SPU Account

1. Tap the **Settings** icon.
2. Tap **Accounts and Passwords**.
3. Tap **Add Account**.
4. Tap **Exchange**.
5. Email: your SPU email address (e.g. spuusername@spu.edu).
6. Description: SPU.
7. Click Sign In. Enter your SPU username and password. Click Sign In.
8. On the Microsoft page that opens and says Permissions requested, click Accept.
9. You'll be prompted to select what items to sync, such as contacts and calendar items.
10. Tap **Save** in the upper right. Email account and settings will be saved on your phone.
11. **If you're prompted for a server name**, enter outlook.office365.com to complete the setup.



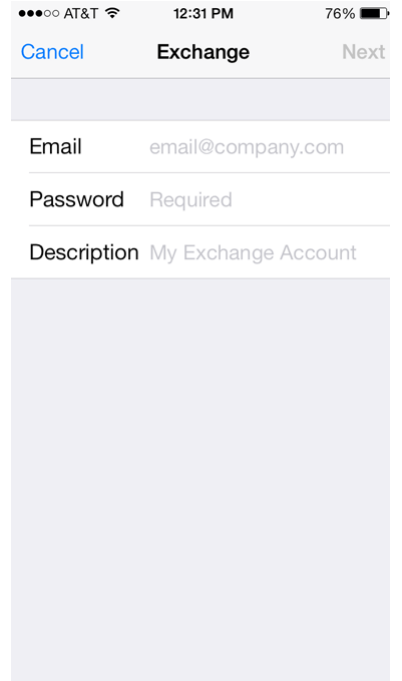
If ever prompted to log in or for your Username, use your full email address and password.

### Remove SPU Account

1. Tap the **Settings** icon.
2. Tap **Accounts and Passwords**.
3. Select the account you wish to remove
4. Tap **Delete account**



Removing the account from your phone will not delete any of your account's data



## Related articles

- [Send Department Communications via Email](#)
- [iPhone Email Client Configuration](#)
- [Recover Deleted Items](#)
- [Junk Mail Filtering](#)
- [Create a Rule in Outlook 2016](#)