

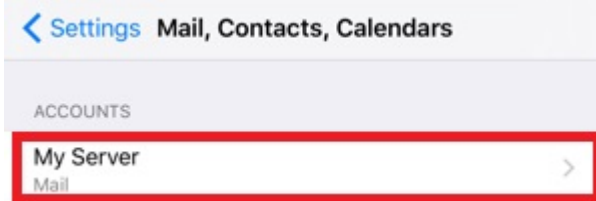
# Making Changes to Existing Exchange and Office 365 for iOS

Version 1.0

## Changing an existing account

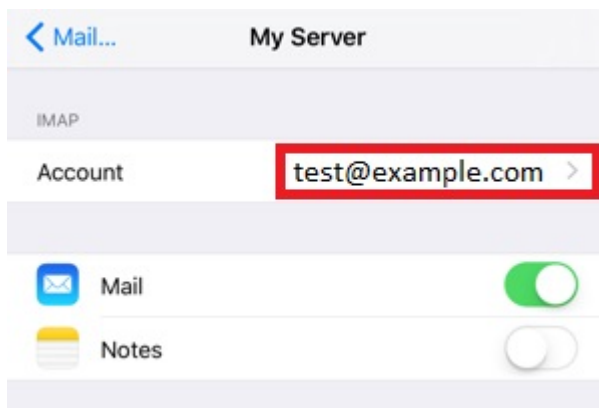
Using the default Mail app

1. Tap Settings > Mail, Contacts, Calendars >Accounts > Tap on the account to be edited.



linebreak

2. Tap on the email address beside Account



3. You can now change incoming server details and and login information.

**Note:** The app may autofill your settings. If it doesn't use these settings:  
**Incoming Mail Server**

**Host Name:** outlook.office365.com

**User Name:** Type your email address, for example test@example.com

**Password:** Type your password.

Make sure SSL is on

**Port:** 993

Cancel Account Done

IMAP ACCOUNT INFORMATION

Name Example User

Email test@example.com >

Description My Server

INCOMING MAIL SERVER

Host Name mail.example.com

User Name test@example.com

Password ••••••••••••••••

OUTGOING MAIL SERVER

SMTP mail.example.com >

Advanced >

6. To change outgoing server setting tap on the SMTP section.

Cancel Account Done

IMAP ACCOUNT INFORMATION

Name Example User

Email test@example.com >

Description My Server

INCOMING MAIL SERVER

Host Name mail.example.com

User Name test@example.com

Password ••••••••••••••••

OUTGOING MAIL SERVER

SMTP mail.example.com >

Advanced >

7. You can now enter the outgoing mail settings

**Outgoing Mail Server**

**Host Name:** smtp.office365.com

**User Name:** Type your email address, for example test@example.com.

**Password:** Type your password.

Make sure SSL is on

**Port:** 587

Cancel mail.example.com Done

Server ☒

OUTGOING MAIL SERVER

Host Name mail.example.com

User Name test@example.com

Password ••••••••••••••••

Use SSL ☐

Authentication Password >

Server Port 587

8. You should now be able to save and test the connection.