Set up Office 365 on your iPhone or iPad

Office

Quick Start Guide

Check email
Set up your iPhone or iPad to send and receive email from your Office 365 account.

Check your calendar wherever you are
Always know where you have to be by syncing your Office 365 calendar items to your iPhone or iPad.

Sync your contacts
Keep your O365 contacts on your iPhone or iPad to make it easier to share documents, send email, or schedule meetings with colleagues.

Access your team's OneNote notebook
Easily access any OneNote notebooks stored on a SharePoint team site or your OneDrive for Business site using the OneNote app for iPhone or iPad.

Collaborate with your team
Access your team sites, and share or edit files stored there.

Work on your documents
Use the OneDrive for Business app to work on or share any documents on your OneDrive for Business site.

View and edit your documents on the go
Use the Office Mobile for Office 365 Subscribers app to view and edit documents directly from your iPhone.

Join a meeting face-to-face
Use the Lync 2013 app to join meetings, use instant messaging, or make video calls to colleagues and stay connected even when you're not in the office.

Microsoft
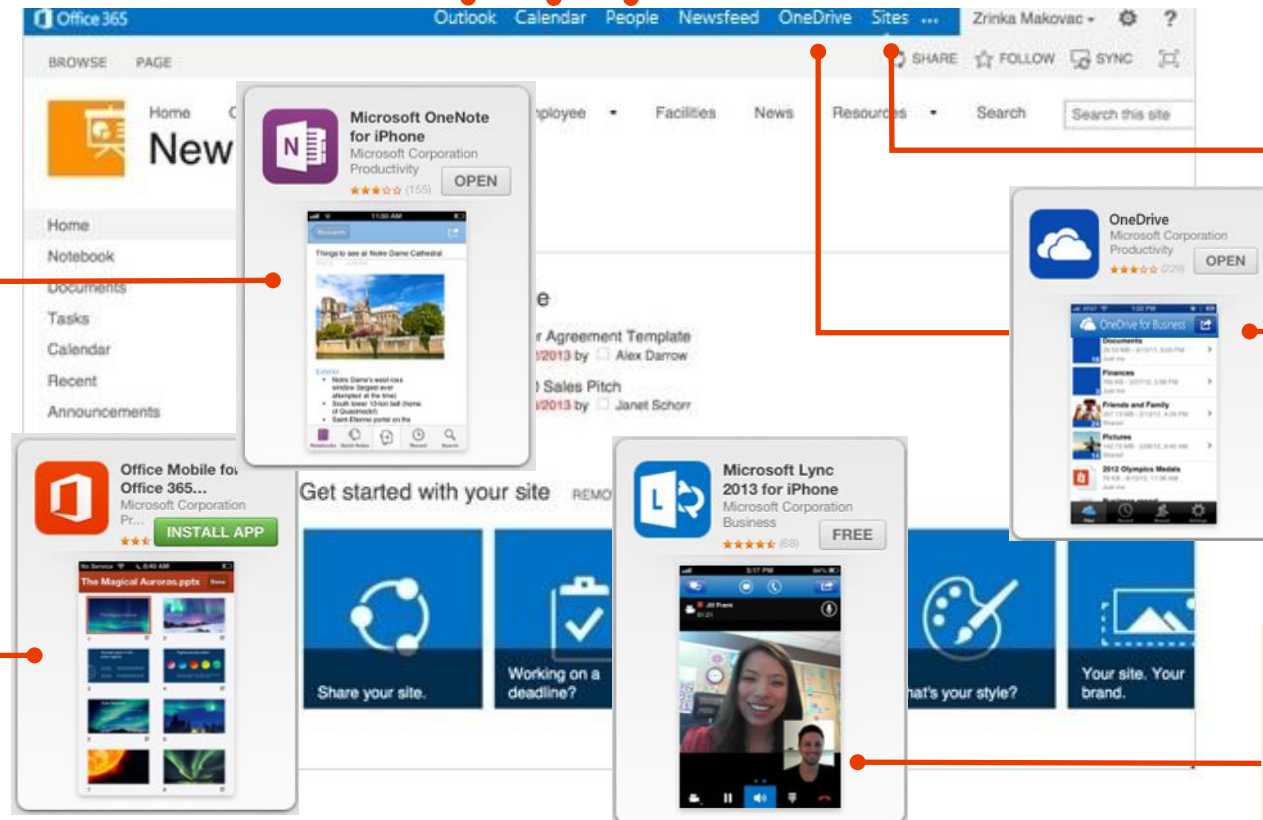
Set up email, calendar, and contacts

You can connect to your Office 365 or other Exchange-based email on an iPhone or iPad. When you set up an Exchange account on your phone or tablet, you'll be able to access and synchronize your email, calendar, and contacts.

1. If this is the first email account on your iPhone, select **Mail**. Otherwise, select **Settings > Mail, Contacts, Calendars > Add Account**.

2. Select **Microsoft Exchange**.

3. Enter your full email address, for example tony@contoso.com, and your password. Then select **Next** on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account. Skip to step 5 if your mail program finds your settings.

4. If your iPhone can't find your settings, you'll need to manually enter your server name. If you're connecting to your Office 365 email, in **Server**, enter **outlook.office365.com**.

5. Choose the type of information you want to synchronize between your account and your device, and then select **Save**. By default, Mail, Contacts, and Calendar information is synchronized.

6. If you're prompted to create a passcode, select **Continue**, and enter a numeric passcode. If you don't set up a passcode, you can't view your email account on your iPhone.
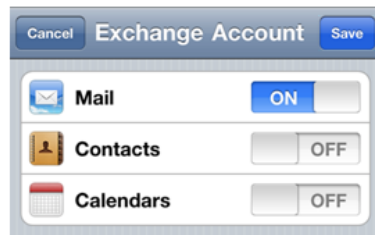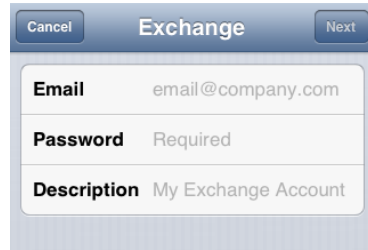
Install the Lync 2013 app

With the Lync 2013 for iPhone app you can choose from several ways to communicate with others, including IM, phone calls, and video calls, using either Wi-Fi only or your cellular data connection when you're not connected to Wi-Fi.

1. From your phone, go to the App Store, and search for **Microsoft Lync 2013 for iPhone**.

2. Select the **Free** button in the app, select **Install**, and then enter your App Store Apple ID and password. As soon as the app is installed, it appears on your home screen.

3. To sign in, use your sign-in address (name@domain.com) and password. In some instances a user name should be provided in the **Advanced Options**. If you haven't used Lync on your desktop computer and this is the first time you're using Lync, you need to have a Lync account created and a sign-in address. If you don't know this information, contact your workplace technical support. You cannot create a new Lync account from the Lync for iPhone app.
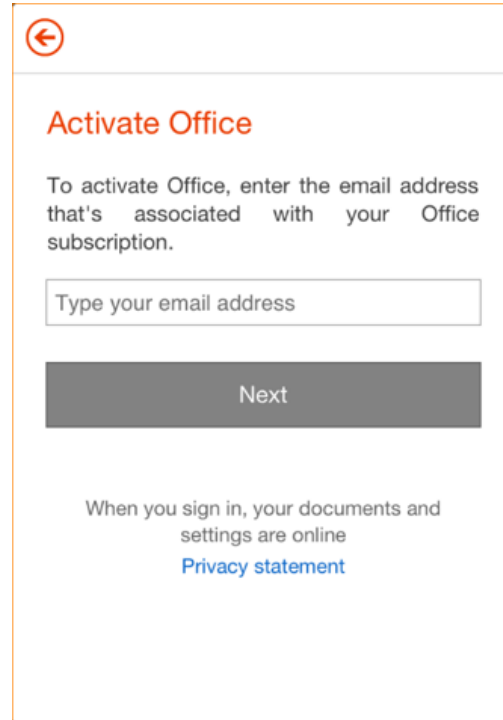
Install the Office Mobile app

Install the Office Mobile for iPhone app (available on iTunes) on your iPhone, so you can edit documents. The Office Mobile app lets you access and edit Office Word, Excel, and PowerPoint documents. It is optimized for the screen size of an iPhone.

Before you install Office Mobile, check the system requirements to make sure your phone can run it. Then:

1. Select App Store on your iPhone, and search for **Office Mobile for Office 365 subscribers**.
2. After installing the app, sign in with your Office 365 user name and password.

Once installed, you can create new documents or view existing ones on your OneDrive for Business or SharePoint team sites.

Activate Office

To activate Office, enter the email address that's associated with your Office subscription.

Type your email address

Next

When you sign in, your documents and settings are online

Privacy statement

# Install and set up the OneNote app

Microsoft OneNote for iPhone or iPad gives you instant access to your notebooks on OneDrive and SharePoint team sites. To get started, all you need is a Microsoft account.

1. If you're installing OneNote for the first time, from your iPhone or iPad, go to the App Store, and search for **OneNote for iPhone** or **OneNote for iPad**.
2. Select the **Free** button in the app, and then select **Install**.
3. Enter in your App Store Apple ID and password. As soon as the app is installed, it appears on your home screen.
4. To sign in, use your Office 365 user name and password.

To sync your notebooks

If you already have OneNote installed with a personal Microsoft account (such as a Hotmail or Outlook.com account) you can add your work-related Office 365 account to access any of your Office 365 notebooks.

1. Open the **OneNote app** on your iPhone or iPad.
2. Select **Notebooks**.
3. Select the **Settings** icon.
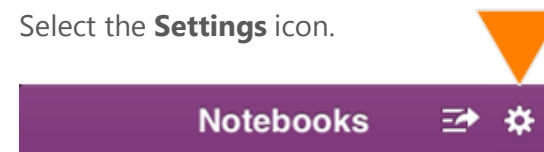
Notebooks ⇥ ⚙

4. Select **Accounts > Add a Service > Office 365 SharePoint**.
5. Enter your email address and password, and select **Sign In** to add the account.
6. Close **OneNote Settings**.
7. Select **More Notebooks**. Your notebooks appear under **Recent**.

Install OneDrive for Business app

Use the OneDrive for Business app on an iPhone, iPad, or iPod Touch to store, access, and share work documents and other files in the cloud.

1. From your iPhone or iPad, go to the App Store, and search for **OneDrive for Business for Office 365 subscribers**.

2. Select the **Free** button in the app, and then select **Install**, and enter your App Store Apple ID and password. As soon as the app is installed, it appears on your home screen.

3. To sign in, use your Office 365 username and password.
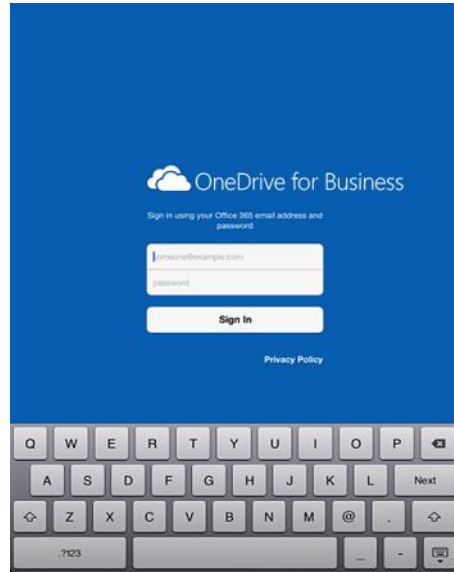
Access SharePoint sites and OneDrive for Business from the Safari browser

You can also access a SharePoint Online site and your OneDrive for Business files using the Safari browser on your iPhone or iPad.

1. Open Internet Explorer, and enter the URL for your site in the address bar of the browser. For example, **https://contoso-my.sharepoint.com/personal/ <YourUserName>_contoso_onmicrosoft_com** is how the URL for a personal site like OneDrive for Business may look. For a team site, your URL might look something like **https://contoso.sharepoint.com/sites/contoso**. (Replace "contoso" in the URL with your organization's domain name.)

2. When the Microsoft Office 365 login screen appears, enter your user name and password, and then select **Sign In**. You can navigate between the mobile view and PC View by selecting **Settings** ⚙.

3. To access OneDrive for Business or a team site, select **OneDrive** or **Sites** from the navigation header.

4. To switch back to the mobile view, select **Settings** ⚙ > **Mobile view**.