Connecting Your Apple iPhone, iPad, or iPod Touch

Mobile connections to your Loyola email account will need to be re-established as part of the migration to Microsoft Outlook.

You can re-establish your email account any time after 9:30 a.m. on Saturday, May 18. Please note that some features and messages may still be in transition during the migration weekend; your mailbox will be fully functional by Monday, May 20.

Before You Begin

If you are re-establishing a connection to your Loyola email account after the email upgrade to Outlook, you must delete your existing connection first. (This will delete the mobile version of your account only; your original mailbox will remain intact.) If you are setting up a new connection to your Loyola email account, skip this section and continue with Step 1 below.

To delete your existing Loyola connection

- Please Tap on the **Settings** icon
- Tap on **Mail, Contacts, Calendars**
- Select your Loyola email account
- Tap on Delete Account

Connecting to Microsoft Outlook on Your Apple iPhone, iPad, and iPod Touch

1. Tap the **Settings** icon.
2. Tap **Mail, Contacts, Calendars**.
3. Tap **Add Account**.
4. Tap **Microsoft Exchange**.

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5. Type your full Loyola email address (e.g., mbrady@luc.edu) and your Loyola email **Password**. For the **Description** field, we recommend using **Loyola**.

6. Tap **Next** on the upper-right corner of the screen. Your mail program should find the settings it needs to set up your account.

   (If you are prompted to enter additional information, use **adms** for the domain and **outlookmail.luc.edu** for the server. Students should use **adms** for the domain and **outlook.office365.com** for the server.)

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

**Synching Address Books**

If you’d like to sync your contacts, you can select the address books you would like to sync to your device.

1. Tap the **Contacts** icon.
2. Tap **Groups**.
3. Select the Address books to sync.