

IT DEPARTMENT

User manual  
iOS: Email set up

# User manual

A guide on how to install the  
exchange email client on iOS

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**IT DEPARTMENT**

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**Sync with  
Exchange**

## 1.1

Go to “settings” and enter “accounts & passwords”



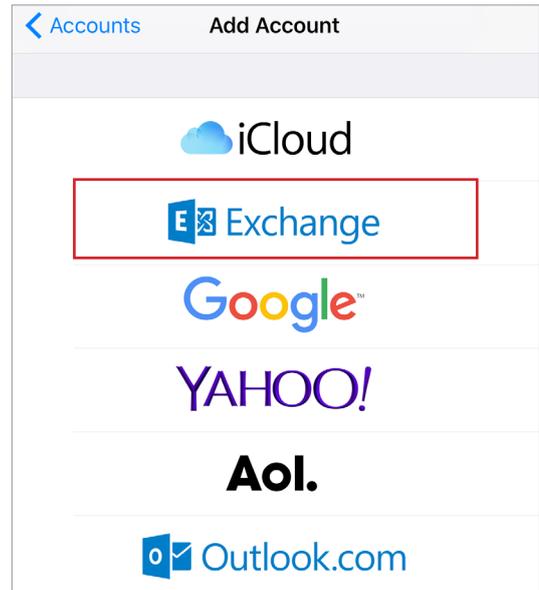
## 1.2

Click “add account”



## 1.3

Select “exchange”

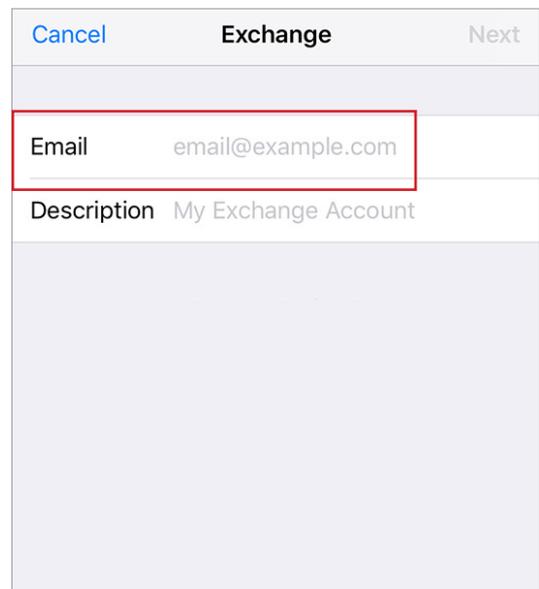


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## 1.4

Enter your address. It is your ITU initials followed by @itu.dk

Enter an account description if you like. Then click next



## 1.5

Choose to “configure manually”, and you will enter this

Fill in your server with “outlook.office365.com”, and your username with your initials followed by @itu.dk

Finally enter your ITU password and click “next”



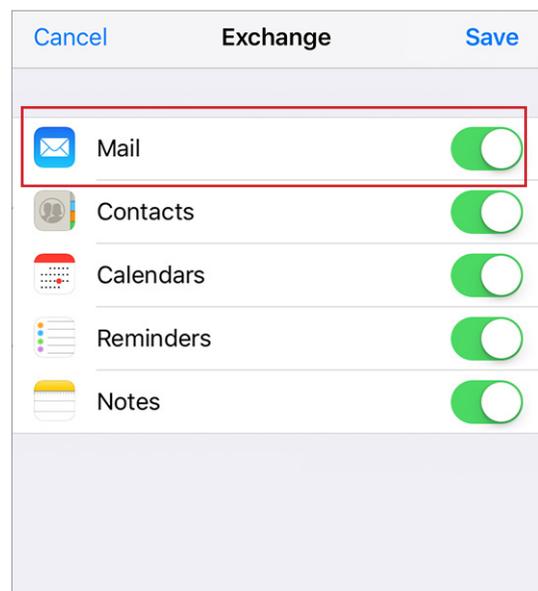
A screenshot of a manual configuration screen for an email account. The screen has a light gray background and a white form area. At the top left is a blue "Cancel" button, and at the top right is a gray "Next" button. The form contains several fields: "Email" with the value "[initials]@itu.dk", "Server" with the value "outlook.office365.com", "Domain" with the value "Optional", "Username" with the value "[initials]@itu.dk", and "Password" with a series of black dots. The form is divided into sections by horizontal lines.

## 1.6

Now make sure that “mail” is checked

Check the rest of the marks to fit your needs

Then click “save”



A screenshot of the Exchange account settings screen. The screen has a light gray background and a white form area. At the top left is a blue "Cancel" button, at the top center is the text "Exchange", and at the top right is a blue "Save" button. The form contains a list of services with toggle switches: "Mail" (checked), "Contacts" (checked), "Calendars" (checked), "Reminders" (checked), and "Notes" (checked). The "Mail" row is highlighted with a red border.

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