

Crosby ISD Information Systems
E-mail Setup: iOS

Issue: What are the proper configuration settings for setting up district e-mail on iOS?

Insight: It is recommend to use the Outlook app for the best experience. iOS 11's Mail.app does not work correctly with Office 365 as of this writing.

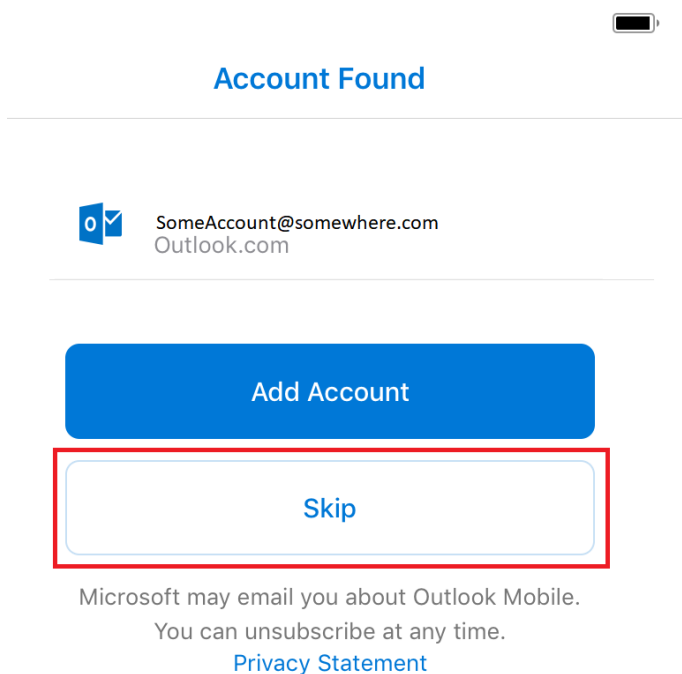
Resolution: Perform the steps below to setup Outlook on iOS:

1. Go to the App store and search for Outlook:



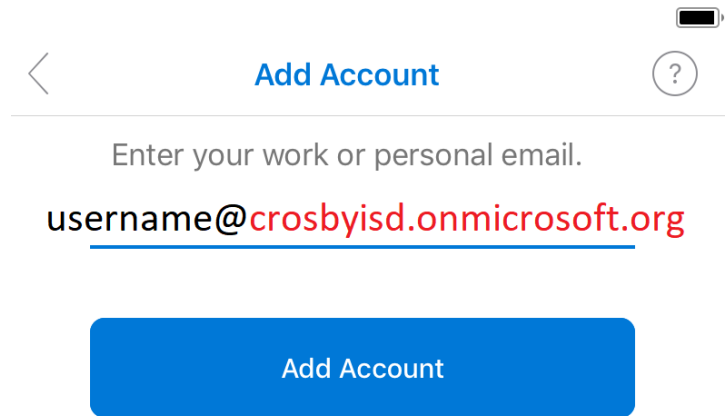
Press the "Get" button highlighted above.

2. Once installed, open the Outlook app. It may pick up on previous/older accounts:



Press the "Skip" button.

3. On the “Add Account” section, you enter account info:



Enter your work or personal email.

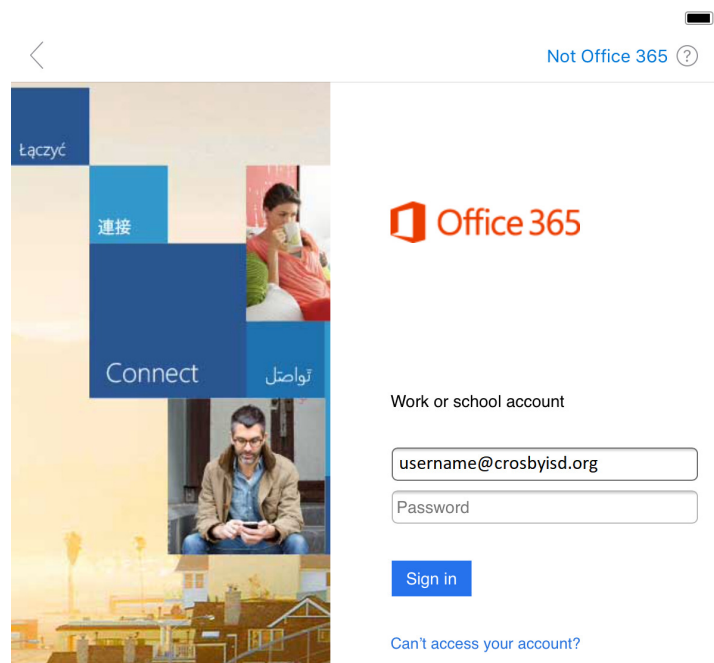
username@crosbyisd.onmicrosoft.org

Add Account

Microsoft may email you about Outlook Mobile.
You can unsubscribe at any time.
[Privacy Statement](#)

As we use Office 365 cloud services, you’ll need to enter your account as [USERNAME@CROSBYISD.ONMICROSOFT.ORG](#) where username is your network account (ex. John Doe’s network account is *jdoue*). So Mr. Doe would enter [jdoue@crosbyisd.onmicrosoft.org](#) and press the blue “Add Account” button.

4. The Office 365 account page will appear:



Not Office 365

Łączyć

連接

Connect

تواصل

Office 365

Work or school account

username@crosbyisd.org

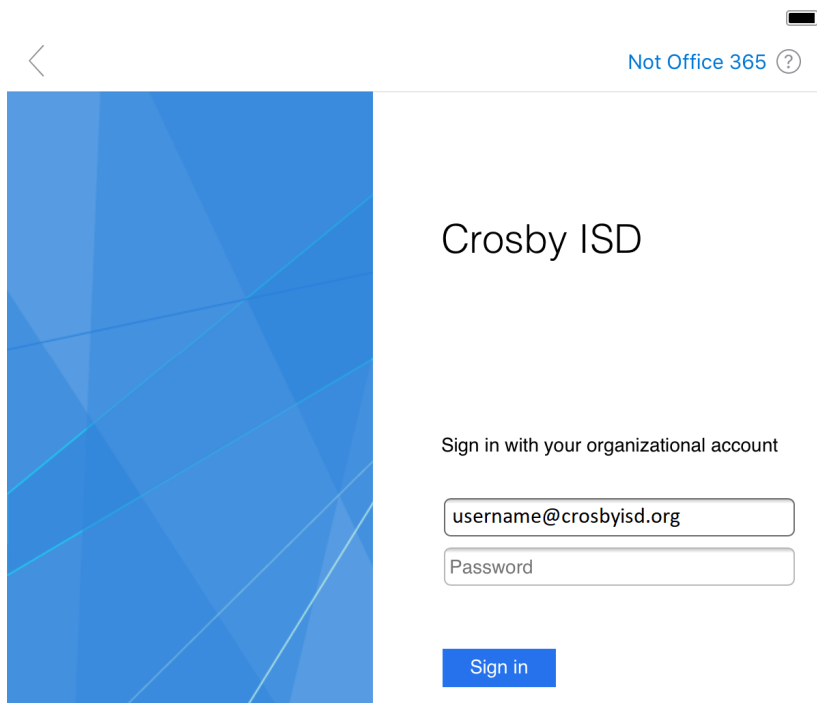
Password

Sign in

[Can't access your account?](#)

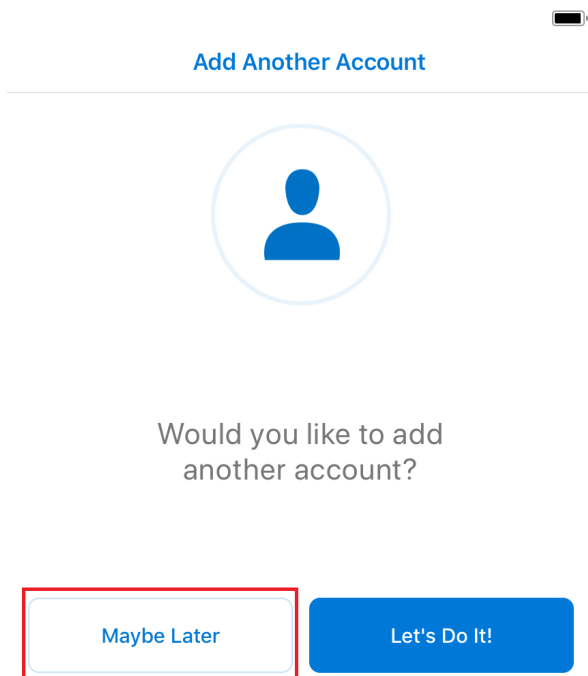
Enter your e-mail address. When you press the “Password” textbox, another sign in page will appear.

5. Enter your e-mail address and password:



Press the blue "Sign in" button.

6. You'll be prompted about adding another account:



Press the "Maybe Later" button.

7. Your e-mail will start to sync:

The screenshot shows an email application interface. On the left is a list of email messages, and on the right is a large area displaying 'No email selected' with a Microsoft Office logo. The email list includes:

- Focused** | Other | Filter
- Messages you need to act on right away appear in Focused.
- Thank you for your help. Savannah Zinter CMS Math D... 3
- Jemima Cresswell** 9:24 AM
FW: Are you part of the 58% using Chr...
Hi , I just wanted to check that you received the email below inviting you t...
- Threat Protection Notifica...** 4:25 AM
MySonicWall- Application and Threat...
MySonicWall- Application and Threat Protection Highlights Application and...
- Miller Matthew** Friday
FW: Next Week - Quick Chat?
, As you may know, Alcatel-Lucent Enterprise is a leading provider of ente...
- Printer** Friday
Hello, I teach the at the 2
- Crosby Independent Sch...** Thursday
Crosby Independent School District H...
- R4VCSupport** Thursday
FREE October Videoconferencing Eve...
The following are free videoconferencing events offered by R...
- Jason** Thursday
RE: Great, thanks man. 3
- Thursday

At the bottom of the interface are navigation icons for Mail, Calendar (with '25' notifications), Files, and People.