Apple iOS (iPhone, iPad, iPod Touch) Exchange ActiveSync
Instructions - Bloomsburg University Students

1. Tap on “Settings”, then “Mail, Contacts, Calendar”.
2. Tap on “Add Account” then “Microsoft Exchange”.
3. On the Exchange setup screen, enter the following information:
   - Email: Enter your full email address, such as abc12345@huskies.bloomu.edu.
   - Domain: Leave the Domain field blank.
   - Username: Enter your full email address, such as abc12345@huskies.bloomu.edu.
   - Password: Enter your current HuskyID password.
   - Description: Enter a name of your choice for this account, such as “BloomU”.
   - Tap “Next”.
4. It will now try to auto-detect the server name. If it does, you can use what it has detected and tap “Next”. If it does not, you will have to enter it manually and then tap “Next”.
   - Server: m.outlook.com

   Note: If m.outlook.com will not work it may be because certain iOS versions are incompatible with m.outlook.com and require you to use an alternate server name:
   - Server: pod51000.outlook.com

5. Verify each of the services available with your student email account that you’d like to sync with your iOS device are set to “On”, including your mail, contacts, and/or calendar, and tap “Save”.

Please give the mobile device up to approximately 15 minutes to do the initial sync. For uninterrupted service, please remember to update your password in the settings each time you change your password.

Can’t get your student email account added to your iOS device successfully?

1. Be sure you are specifying your full email address as the username and make sure you are typing in your current HuskyID password correctly. Try logging in to Outlook Web App at http://mail.huskies.bloomu.edu/ to verify you are using the correct username and password. If your password is not working, reset your HuskyID password at https://password.bloomu.edu/ and then verify you can log into http://mail.huskies.bloomu.edu/ successfully before trying to add your email account to your iOS device again.
2. Verify you have a currently working connection to the Internet on your device by opening Safari and trying to get a random off-campus web page to load. If you are on-campus and have just connected to the “bloomu” wireless network and haven’t yet registered your device, you will only have very limited connectivity which will prevent you from adding your email account. If you open Safari on your device, you should be redirected to the registration page, currently at https://bradfordrr.bloomu.edu/registration/index2.html. After you successfully register on the wireless network, try adding the email account again. Alternatively, you can try disabling Wifi within Settings, which will make your cell data network connection active (if your device has cell data support), and try adding the email account again.
3. You can try an alternative server name, pod51000.outlook.com, if m.outlook.com is not working.
4. Update your iOS device to the latest software version by going to Settings, General, “Software Update”. Once you are running the latest iOS, try adding the email account again.