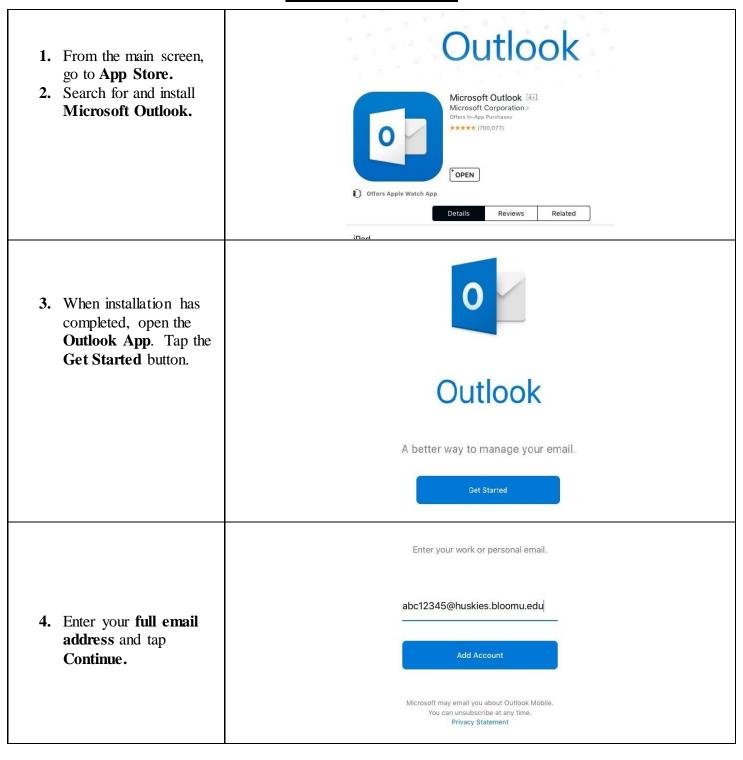
iOS Outlook App for Office365 Instructions - Bloomsburg University Students/Alumni

Outlook for iOS:



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5. Enter your HuskyID **HuskyID Single Sign-On** and Password on the Single Sign-On Screen, and tap "Sign On". HuskyID: (Alumni will not be redirected to HuskyID abc12345@huskies.bloomu.edu SSO) Password: This is a private system for use of Bloomsburg University Faculty, Staff, and Students only. Unauthorized access is prohibited. Access to student information at Bloomsburg University is governed by the Family Educational Rights and Privacy Act (FERPA). Signing on to any BU network system is your acknowledgement you will comply with the provisions of this legislation. Forgot My Password Sign On **6.** Your account is now setup. Tap "maybe later" to begin using Outlook. Would you like to add another account? Maybe Later Let's Do It!

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Troubleshooting Outlook app setup on Apple iOS Devices:

Can't get your BU email account added to your Apple 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 on the Web at http://mail.huskies.bloomu.edu/ to verify you are using the correct username and password. If it says your password has expired, follow the prompts to change it. If your password is not working, reset your HuskyID password at https://password.bloomu.edu/ . Then verify you can log in to http://mail.huskies.bloomu.edu/ successfully before trying to add your email account to your Apple iOS device again.
- 2. Verify you have a currently working connection to the Internet on your device by opening a web browser 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 (even if it let you download the app from the App Store). If you open Safari on your device, you should be redirected to the registration page. 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. In case there is a bug in your current version, you can try updating your Outlook for Apple iOS app if you already had it pre-installed and are not running the latest version. Once you are running the latest software available, try adding the email account again.
- 4. If you are having a ton of trouble trying to use the Outlook for Apple iOS app, you can instead try using the mobile device's native Email app. Separate instructions are available at http://intranet.bloomu.edu/documents/tech/email/student-activesync-ios.pdf
- 5. Please note that anytime your account gets converted from huskies to alumni or alumni back to huskies, you will need to reconfigure your account because your username and email address change.