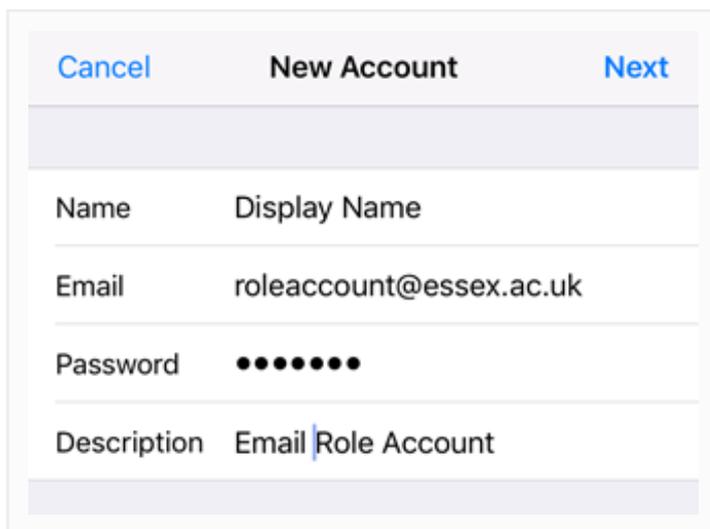


Access an Office 365 shared mailbox on iOS (iPhone/iPad)

Last Modified on 20/06/2017 5:06 pm BST

1. Choose **Settings > Mail > Accounts**.
2. Choose **Add Account**.
3. Choose **Other > Add Mail Account**.
4. On the **New Account** screen, enter the following:
Name - the name of the role account that will be displayed to recipients.
Email - the role account's email address, for example roleaccount@essex.ac.uk
Password - your Essex password.
Description - anything you choose to describe the email account.



New Account	
Name	Display Name
Email	roleaccount@essex.ac.uk
Password	●●●●●●
Description	Email Role Account

5. Choose **Next**.
6. Make sure that **IMAP** is selected at the top of the screen.
7. Scroll down to the **Incoming Mail Server** section and enter the following:
Host name - **outlook.office365.com**
User Name - [your Essex ID]@essex.ac.uk/the role account email address, for example ralph@essex.ac.uk/roleaccount@essex.ac.uk
Password - your Essex password (this may already be filled in)

INCOMING MAIL SERVER

Host Name outlook.office365.com

Username you@essex.ac.uk/roleaccount@ess...

Password ●●●●●●●●●●

8. Scroll down to the **Outgoing Mail Server** section and enter the following:

Host Name – **smtp.office365.com**

User Name – your Essex ID (with @essex.ac.uk after it)

Password – your Essex password

OUTGOING MAIL SERVER

Host Name smtp.office365.com

Username you@essex.ac.uk

Password ●●●●●●●●●●

9. Choose **Next** and wait for the server to verify your settings. When complete choose **Save**.

You'll find the shared account in your Mail app, under Mailboxes, with the description name you gave it in step 4.

Important note: If you own a non-essex.ac.uk email account, for example edgehotelschool.ac.uk, ukdataservice.ac.uk etc, you must enter the email address as @essex.ac.uk – it will resolve to the correct domain once it's been setup.
