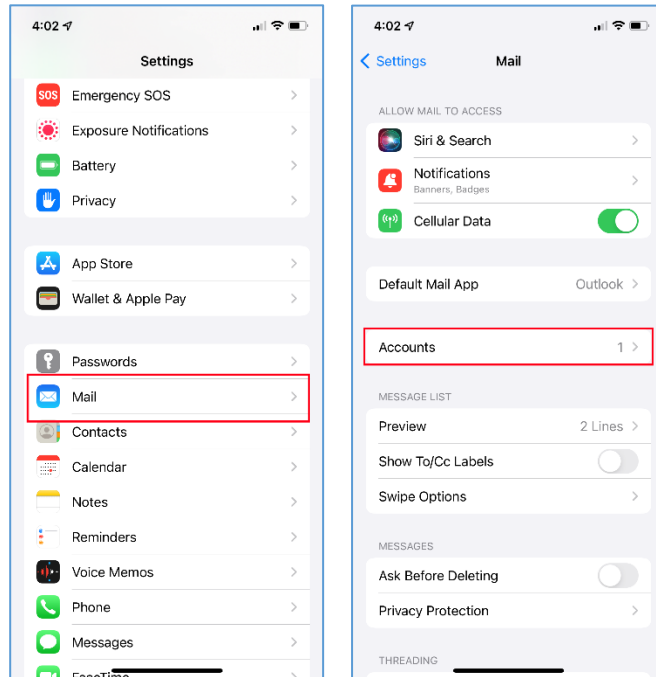


## How to set up your CSU Office365 email account on iOS

Below is a step by step walkthrough of adding your CSU email to your iPhone or iPad device. This process enables you to sync your email, calendar and contacts to your phone.

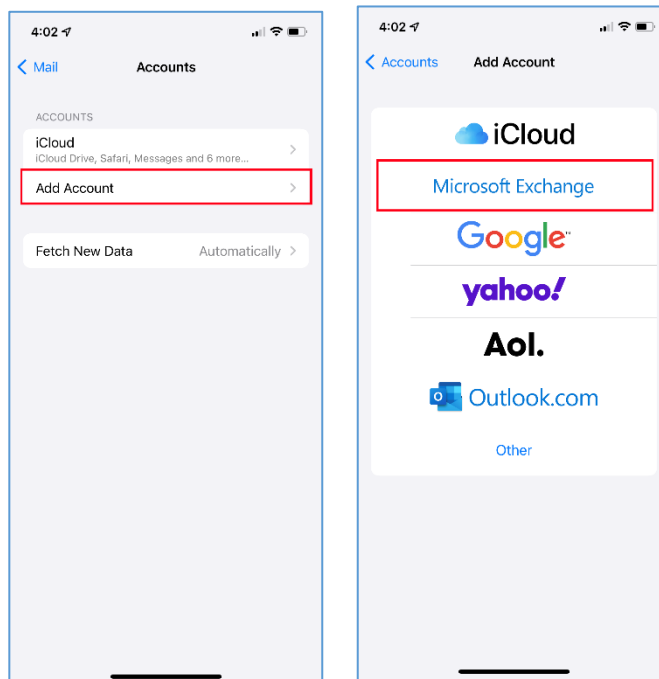
1. In 'Settings' tap:

- Mail
- Accounts



2. Tap:

- Add Account
- Microsoft Exchange



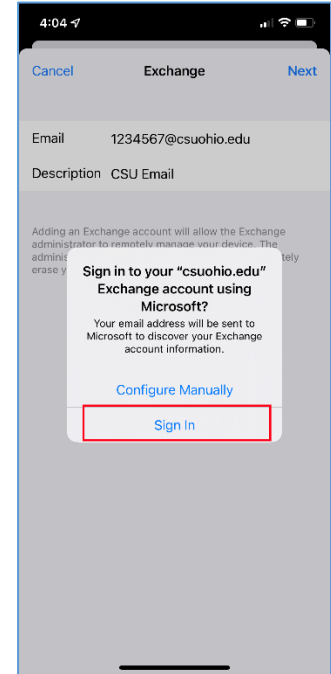
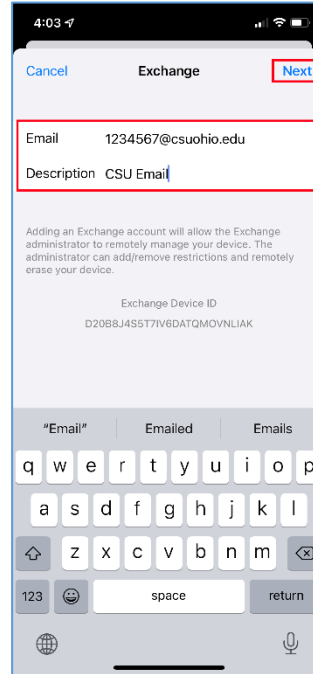
- In the 'Email' field enter your login for Office 365. Enter a description for this account in the 'Description' field.

Login for your CSU Office 365 account is:

- [CSUID@vikes.csuohio.edu](mailto:CSUID@vikes.csuohio.edu) (Students)  
example -1234567@vikes.csuohio.edu
- [CSUID@cmlaw.csuohio.edu](mailto:CSUID@cmlaw.csuohio.edu) (Law Students)  
example -1234567@cmlaw.csuohio.edu
- [CSUID@csuohio.edu](mailto:CSUID@csuohio.edu) (Fac/Staff)  
example - 1234567@csuohio.edu
- [CSUID@alumni.csuohio.edu](mailto:CSUID@alumni.csuohio.edu) (Alumni)  
Example – 1234567@alumni.csuohio.edu

Tap 'Next'

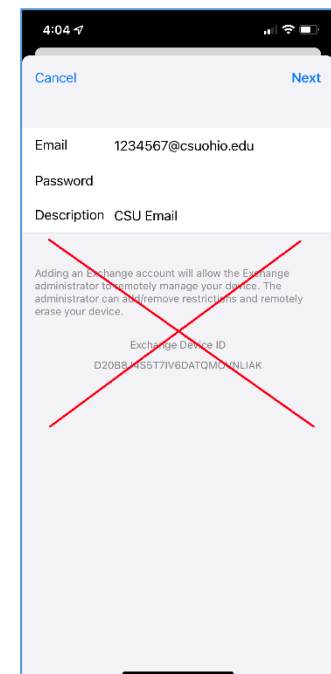
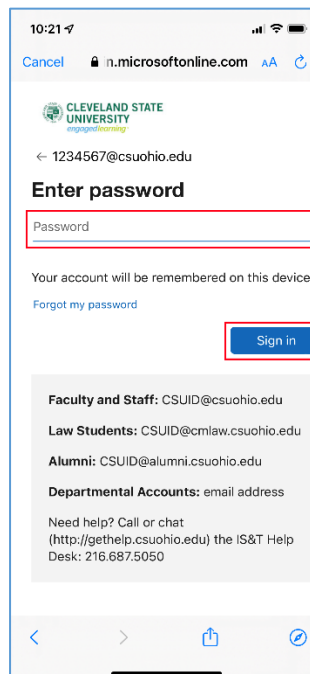
Tap 'Sign In'



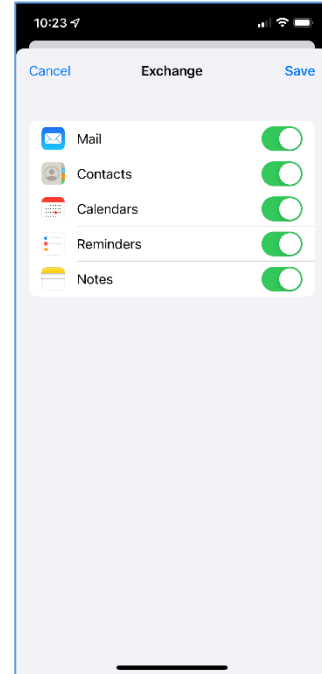
- Next you should see a login page with a CSU logo prompting you to 'Enter Password'. Enter your password and tap 'Sign In'.

If you see a Password prompt without the CSU logo you may have entered an incorrect login ID in the 'Email' field. Tap 'Cancel' and try again.

If you need assistance you may contact the CSU Helpdesk at (216) 687-5050.



5. The next screen allows you to choose what items you would like to be synced to your iOS device. Make your selections and tap 'Save'.



Congratulations, your Engage365 account is now setup on your iOS device!  
If you run into issues, call the IS&T Help Desk at (216) 687-5050.