

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

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	Settings	
sos	Emergency SOS	>
۲	Exposure Notifications	>
-	Battery	>
⊎	Privacy	>
Ą	App Store	>
-	Wallet & Apple Pay	>
•	Passwords	>
	Mail	>
9	Contacts	>
	Calendar	>
	Notes	>
	Reminders	>
•	Voice Memos	>
	Phone	>
	Messages	>
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- 2. Tap:
 - Add Account
 - Microsoft Exchange





3. 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 (Students) example -1234567@vikes.csuohio.edu
- CSUid@cmlaw@csuohio.edu (Law Students) example -1234567@cmlaw.csuohio.edu
- CSUid@csuohio.edu (Fac/Staff) example - 1234567@csuohio.edu
- CSUid@alumni.csuohio.edu (Alumni) Example – 1234567@alumni.csuohio.edu

Tap 'Next'

Tap 'Sign In'

4:03 🕫 4:04 al 🕆 🔳 Next Cancel Cancel Exchange Exchange Next Email 1234567@csuohio.edu Email 1234567@csuohio.edu Description CSU Email Description CSU Email Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator can add/remove restrictions and remotely erase your device. Adding an Exchange account will allow the Excha Sign in to your "csuohio.edu" Exchange account using Exchange Device ID Microsoft? Your email address will be sent to licrosoft to discover your Exchange account information. D20B8J4S5T7IV6DATQMOVNLIAK Configure Manually Sign In "Email" Emailed Emails qwertyuiop asd fghjkl 🕁 z x c v b n m 🗵 123 😅 space return

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4. 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.

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Your Forg	account will be remembered of my password	on this device. Sign in
F	aculty and Staff: CSUID@csu	iohio.edu
b	w Students: CSUID@cmlaw.	csuohio.edu
A D († D	lumni: CSUID@alumni.csuohi epartmental Accounts: emai eed help? Call or chat ttp://gethelp.csuohio.edu) the esk: 216.687.5050	o.edu il address e IS&T Help
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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.