Set up email, calendar and contacts

You can connect to your EQ email account on an iPhone. When you set up an Exchange account, you’ll be able to access your email, calendar, and contacts as well as from your usual work computer. There are different instructions depending on whether this is the first time you’ve setup an email account on your device. Although iPhone screenshots are shown, the steps for an iPad setup are the same.

Start here if this is the first email account you have setup on your iPhone/iPad.

If you have previously setup another email account on your iPhone, start at Step 3

1. Select the **Mail** icon
2. The **Welcome to Mail** screen is displayed, select **Exchange**

Proceed to Step 5.
Start here if you have already setup an email account on your iPhone/iPad

1. Select **Settings**
2. In the Settings screen, select **Mail, Contacts, Calendars**
3. In the Mail, Contacts, Calendars screen, select **Add Account**

4. In the Add Account screen, select **Exchange**
5. In **Email** and **Password**, type your full EQ email address and password.

6. Type a **Description** to name this account. We recommend calling it ‘EQ email’.

7. Select **Next**

8. Your details will then be verified.

If your details are accepted, go to **Step 14**.

If there was an error, go to **Step 9** to manually enter your server name.
Manually enter your Server settings

9. This screen will be displayed if your details cannot be verified

10. In **Server**, type **outlook.office365.com**

11. In **Username** and **Password**, type your full EQ email address and password

12. Select **Next**
13. Your details will be then be verified.
Choose the type of information you want to synchronize between your account and your iPhone/iPad.
14. Select your synchronizing preferences. We recommend selecting Mail, Contacts and Calendars.
15. Then click Save.
Congratulations! Your new email account is now created.

NOTE: If you still have your old EQ Webmail account setup, this will now need to be removed.
Whenever you change your EQ network password, you’ll need to update it on your iPhone/iPad too.

16. You can do this by going to **Settings > Mail, Contacts, Calendars** and selecting your EQ email account, that you named as ‘EQ email’ in Step 6.

17. Type your new password in the **Password** field.

18. Tap **Done** to update your password.
You can now access your EQ Mail, Calendar and Contacts

19. Tap the **Mail** icon on the home screen
20. Tap the **Calendar** icon on the home screen
21. Tap the **Phone** icon on the home screen to access contacts
22. Tap the **Contacts** icon