To add your account to your iOS device, you will first need to locate and open the settings application as pictured here.

With settings open, locate and open “Mail, Contacts, Calendars.”

Next, you will need to select that you would like to add a new account. This button will appear below any accounts you currently have.

You will be prompted to select an account type. From the list, locate and select “Microsoft Exchange.”
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Fill out the first set of boxes you are prompted with. Be sure to enter your email address with the @bgsu.edu ending only. Use whatever description you would like.

You will be asked to fill out several more boxes. Be sure to enter your entire @bgsu.edu email address for the username field.

For the server field, enter the following: outlook.office365.com

Make sure the slider towards the bottom for “Use SSL” is in the on position.

Select finish once you have all of the information entered.

Once your account finishes verifying, you will be asked which services you wish to sync to your device. Select the services you want, then select finish to complete the setup.