Concordia Texas University

Information Technology Server Team

How to add Office 365 Email to an iPhone/iPad

The Personal Support Center is ready to assist you. We have agents available 24x7x365.

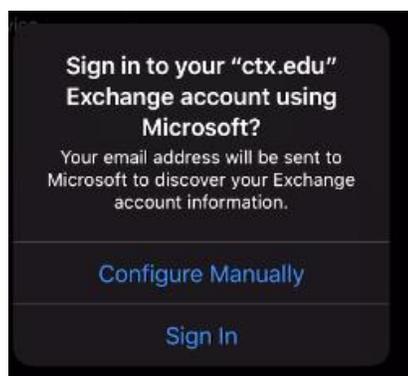Email: CTXHelp@personalsupportcenter.com

Phone: (877) 497-5856
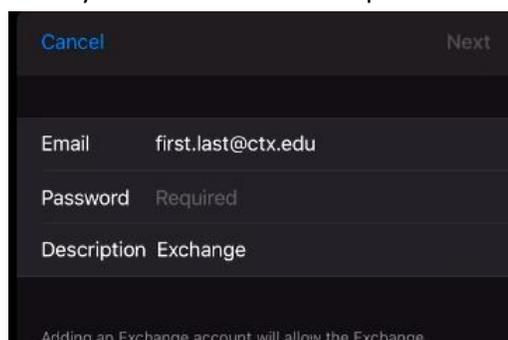
How to add Office 365 Email to an iPhone/iPad

1. Open Settings
2. Select "Password and Accounts"
3. Select "Add Account"
4. Select "Microsoft Exchange"

5. Type your CTX student e-mail address and a description to identify the account.
6. Click Next
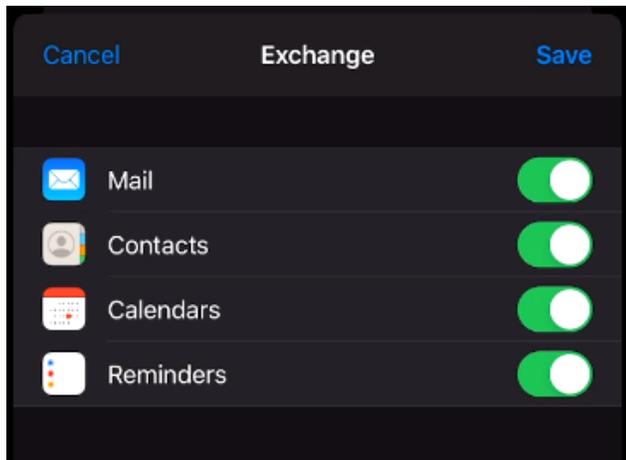7. A pop may appear, if it does, click on Sign in

8. Enter your CTX email account password

9. Click Next
10. On the next screen, select your preferred items to be synced on your mobile device and select 'Save' to complete the setup.

11. Your CTX Student email account should now be configured and functional.