Knights Email – iPhone and iPad

Knights Email can be configured to run on your iPhone or iPad. You can either use Exchange/Active Sync and have access to your email, calendar, and contacts, or use POP or IMAP and have access to only email.

Contents
Need Help? ............................................................................................................................................. 1
Configuration on iPhone/ iPad ................................................................................................................ 2
  Microsoft Exchange (Active Sync) Configuration .................................................................................. 2
  IMAP and POP Configuration ............................................................................................................... 5
    Configuration of POP/IMAP on iPhone/iPad .................................................................................... 5
    POP Settings ....................................................................................................................................... 8

Need Help?
Tutorials and information about mobile devices can be found on the Microsoft Outlook website here:


For more information, visit http://help.outlook.com/
Configuration on iPhone/ iPad

Microsoft Exchange (Active Sync) Configuration
Active Sync, or Exchange Account, will allow you sync your Email, Calendar, & Contacts across multiple computers and devices

1. Settings

2. Mail, Contacts, Calendars

3. Microsoft Exchange
4. **Add Account**

5. Fill in the following:

   Email:  username@knights.ucf.edu  
   *Server:  outlook.office365.com  
   Domain:  knights.ucf.edu  
   Username:  username@knights.ucf.edu  
   Password:  YoUrPaSSWoRd

   *You may have to click next in order to see this field
6. If you see this message, click **Continue**.

7. Configure which items you want to sync to your phone and click **Save**.
**IMAP and POP Configuration**

IMAP allows you to have just your email synced between devices. POP allows you to send and receive mail, but it is not synced with any other devices.

<table>
<thead>
<tr>
<th>SERVER NAME</th>
<th>PORT</th>
<th>ENCRYPTION METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP3</td>
<td>outlook.office365.com</td>
<td>995</td>
</tr>
<tr>
<td>IMAP4</td>
<td>outlook.office365.com</td>
<td>993</td>
</tr>
<tr>
<td>SMTP</td>
<td>smtp.office365.com</td>
<td>587</td>
</tr>
</tbody>
</table>

**Configuration of POP/IMAP on iPhone/iPad**

1. **Settings**
2. **Mail, Contacts, Calendars**
3. **Other**
4. Click Add Mail Account

5. Fill out the Following

<table>
<thead>
<tr>
<th>Name</th>
<th>First and Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td><a href="mailto:username@knights.ucf.edu">username@knights.ucf.edu</a></td>
</tr>
<tr>
<td>Password</td>
<td>YoUrPaSsWoRd</td>
</tr>
<tr>
<td>Description</td>
<td>Identifiable account name</td>
</tr>
</tbody>
</table>
6. Choose IMAP or POP for your email protocol.

7. Incoming Settings:
   - Host Name: outlook.office365.com
   - User Name: username@knights.ucf.edu
   - Password: YoUrPaSsWoRd

8. Outgoing Settings:
   - Host Name: smtp.office365.com
   - User Name: username@knights.ucf.edu
   - Password: YoUrPaSsWoRd
**POP Settings**

POP will not sync, but it will just send and receive email from the server. It is almost the exact same as the IMAP setup except the **Incoming Port** is **995**.

- **Email address:** username@knights.ucf.edu
- **Password:** YoUrPaSSWoRd
- **Username:** username@knights.ucf.edu
- **Incoming IMAP Server:** outlook.office365.com
- **Port:** 995
- **Encryption:** SSL

**Outgoing SMTP Server:** smtp.office365.com

- **Port:** 587
- **Encryption:** TLS