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 synchronise between your account and your iPhone/iPad.

14. Select your synchronising 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