

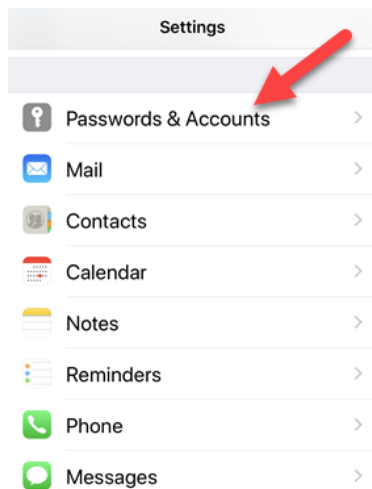
Office 365 Email Setup Guide: iPhones

CONFIGURING OFFICE 365 EMAIL ON IPHONES

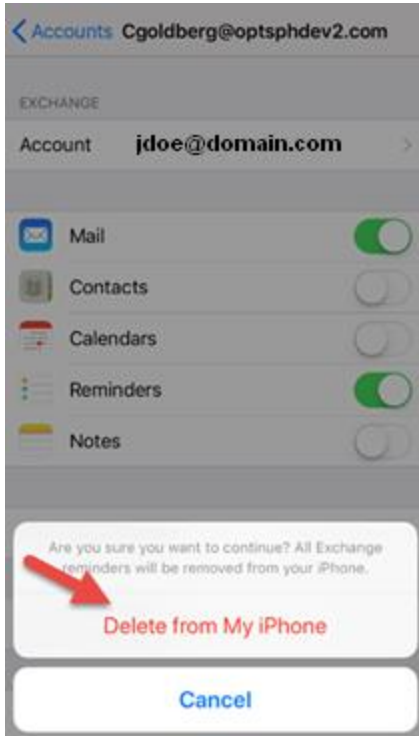
1. From the Home screen, tap the **Settings** icon:



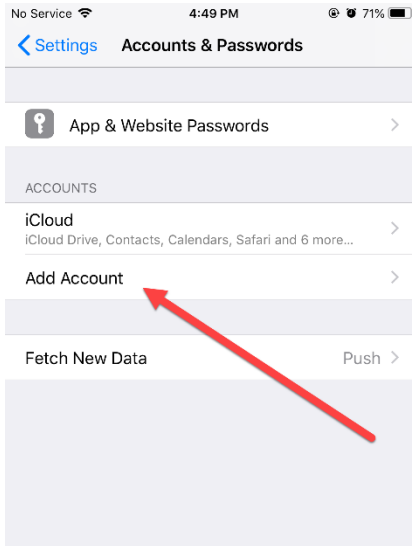
2. In the Settings screen, select “**Passwords & Accounts**”:



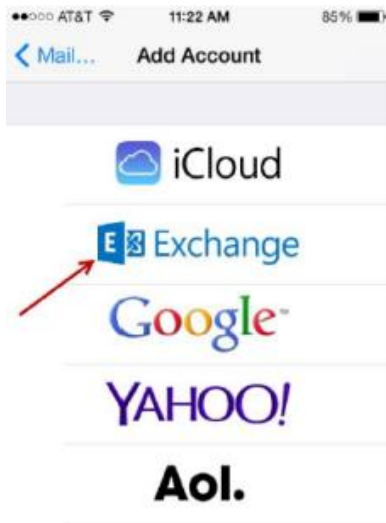
3. If an account already exists for this email address on this device, select the account and click “Delete”. If not, please proceed to step 4.



4. Select “**Add Account**”:

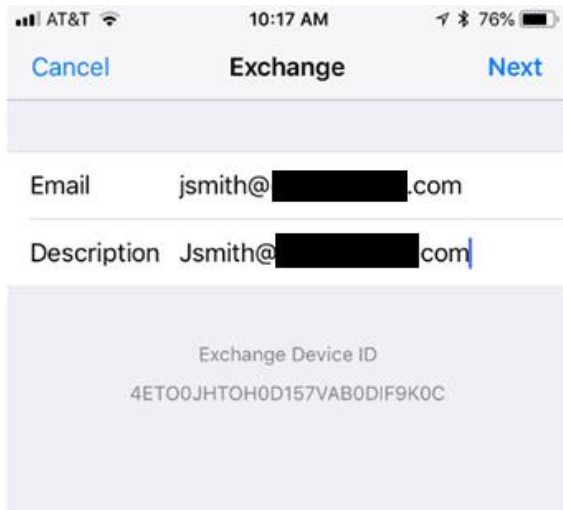


5. Select “Exchange”:



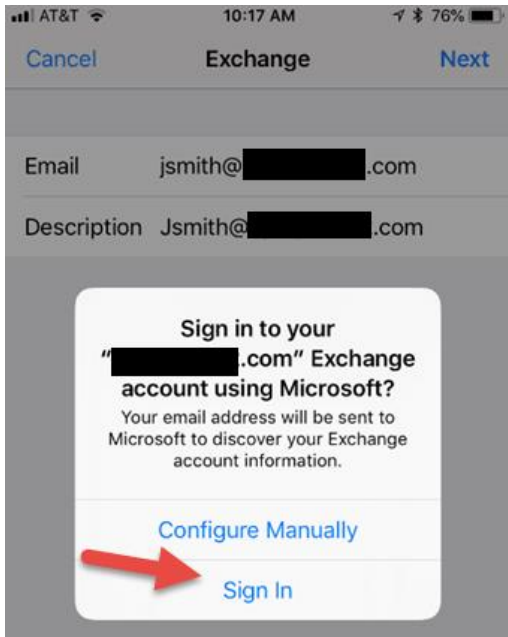
6. Enter the following information in the Exchange account screen:

▶ Your email address



▶ A description for the account. You can name the account however you'd like.

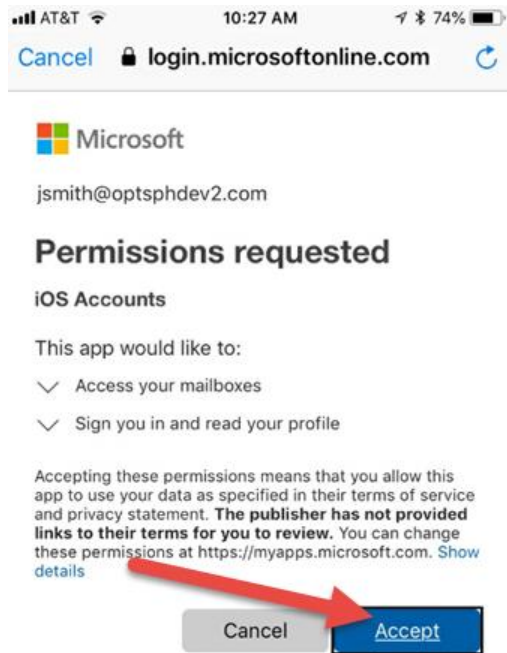
7. On the next page, click “Sign In” to sign in using your new Microsoft account.



8. Enter the password for your Office 365 account.



Click “Accept”



9. Once the account has been validated, select which Office 365 features you wish to synchronize with your phone, and then tap “**Save.**”

