

SETUP O365 EMAIL ON IPHONE

1. Tap **Settings**.
2. Tap **Accounts & Passwords**.
3. Tap **Add Account**.
4. Tap **Exchange**.
5. Enter your **Email address** and a short **Description**.
6. You may be asked if you want to:

Sign in to your Exchange account using Microsoft? Tap **Sign In**.

7. You will see a **Office 365 sign in screen**, pre-filled with your email address.

Enter your **Password**. Tap **Sign In**.

8. If Microsoft cannot find your account, you will be asked to enter your details manually. Enter the following information, if prompted:

Field	What to enter
Password	Your email account password
Server	outlook.office365.com
Domain	Leave this field blank
Username	Enter your full email address (i.e. <i>holly@coolexample.com</i>)

9. Tap **Next**.
10. After you have successfully logged into your account, you will see a Microsoft screen asking you to grant account permissions to your phone's mail app.

Click **Accept**.

11. Make sure you've selected to connect all the features you want and tap **Save**.

Return to your home screen and open the Mail app — you should see some email messages, in your new inbox!

To make sure you can send messages, compose an email and send it to yourself.