Email & Office

Dashboard
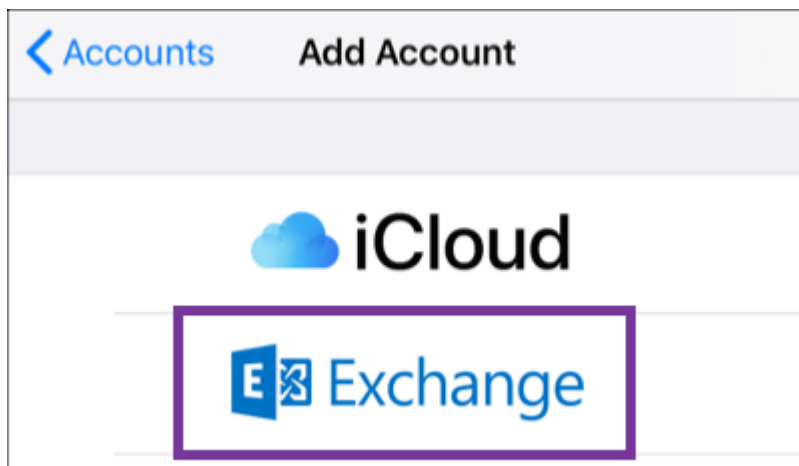
Add-Ons

Admin ▾

iPhone setup instructions

1. Tap **Settings**.

2. Tap **Accounts & Passwords**.
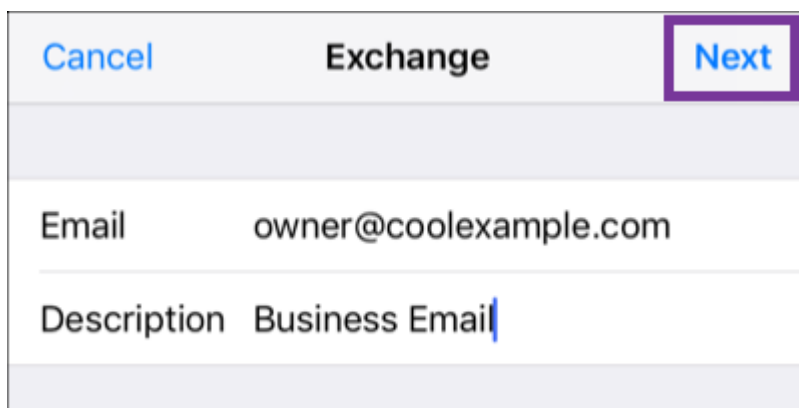
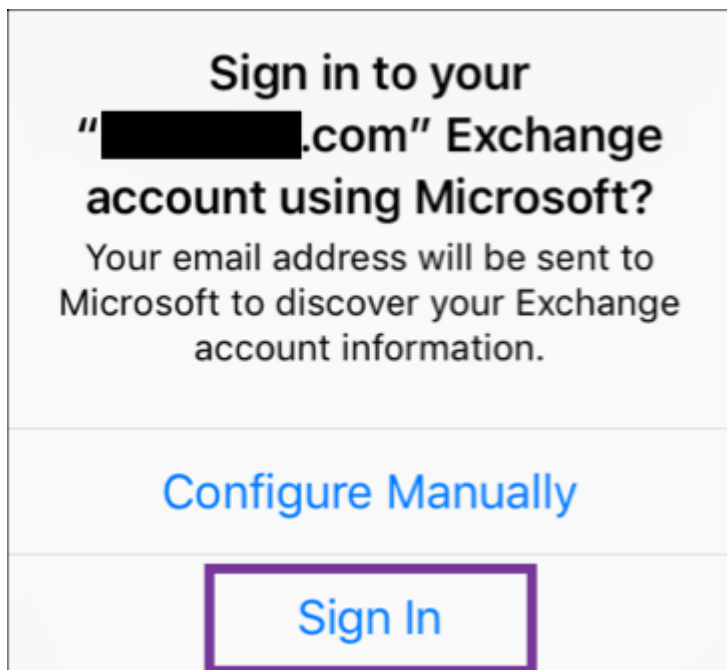3. Tap **Add Account**.

4. Tap **Exchange**.

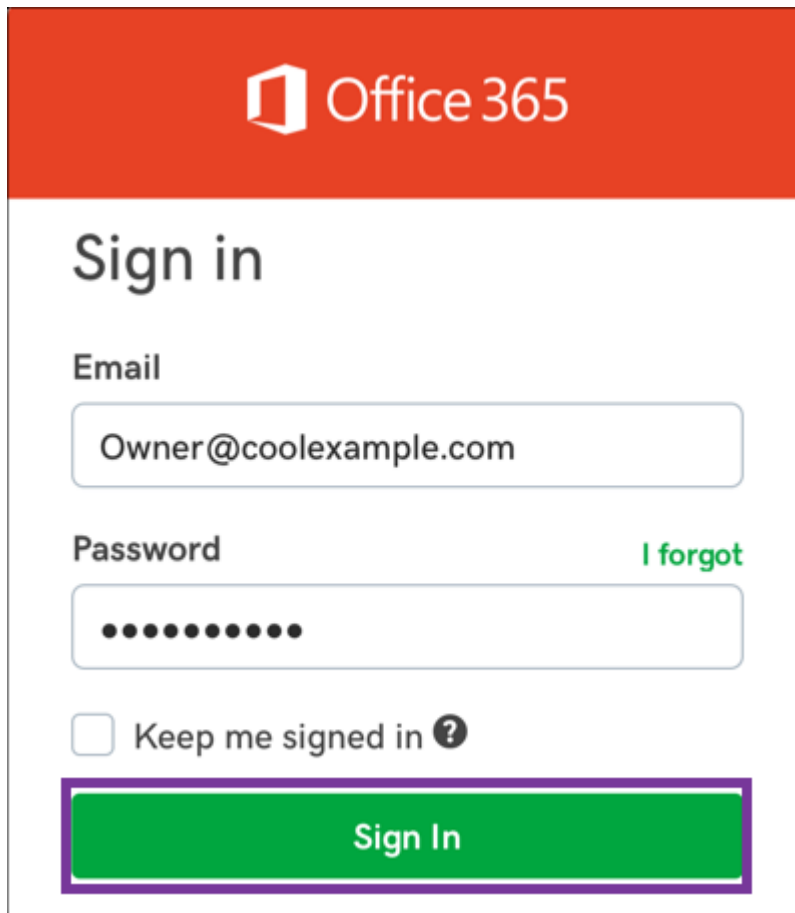5. Enter your **Email address** and a short **Description** (e.g. your company's name).

6. Tap **Next**.

7. Tap **Sign In** to confirm you want to **Sign in to your Exchange account using Microsoft?**.
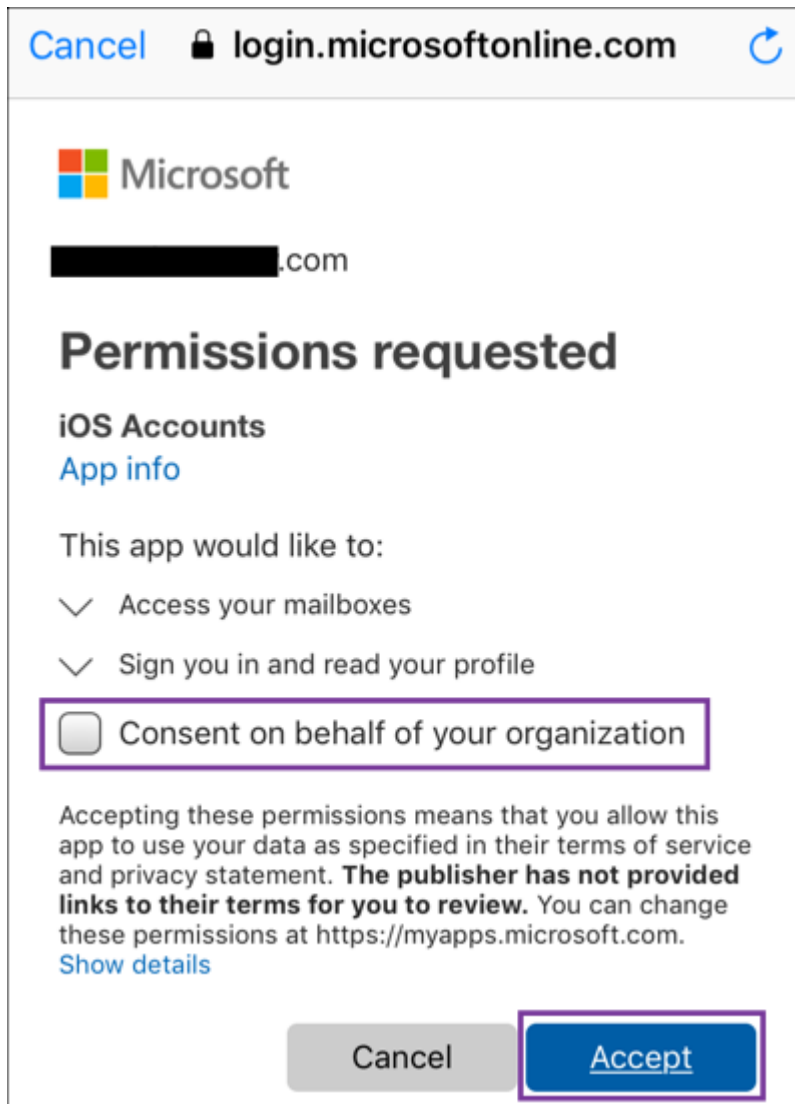
8. Enter your **Password** and tap **Sign In**.

> ❓ **Note:** If Microsoft cannot find your account, you will be asked to enter your details manually:
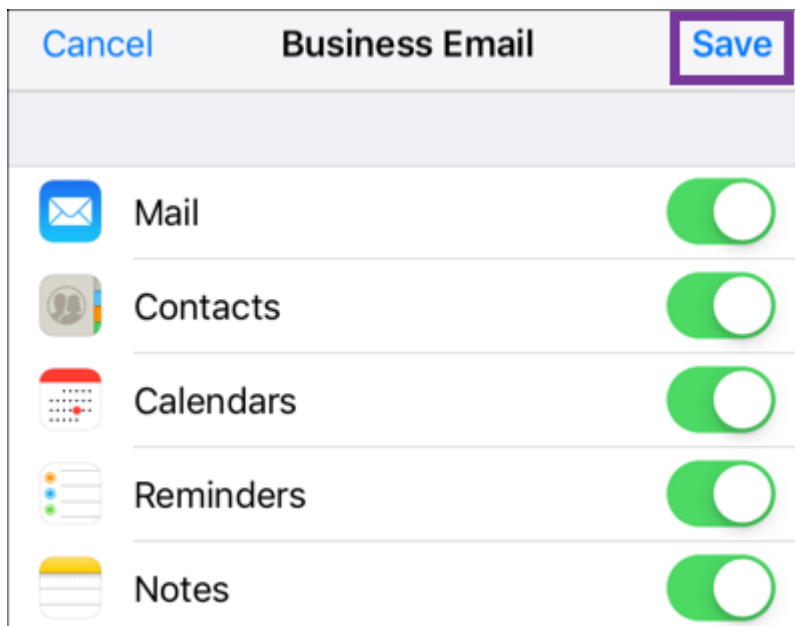>
> • **Username** = your Office 365 email address
> • **Password** = your Office 365 email password
> • **Server** = outlook.office365.com
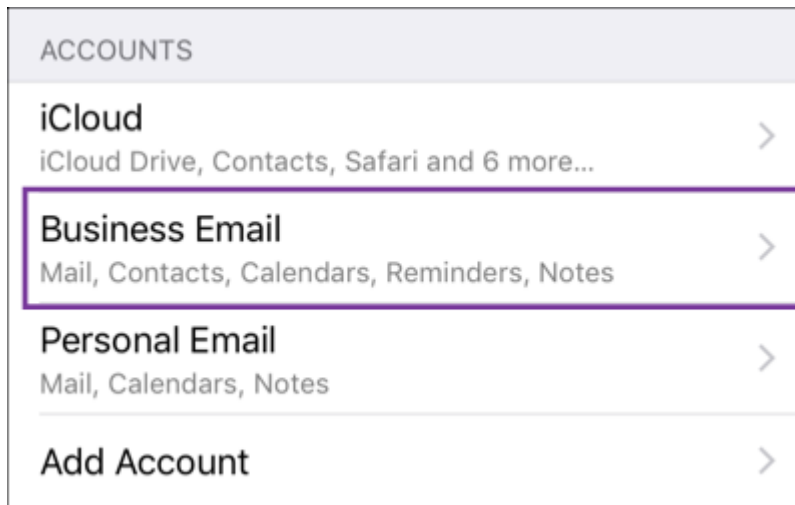> • **Domain** = leave blank

9. Tap **Next**.

10. Select **Consent on behalf of your organization** an tap **Accept**.

11. Tap **Save** (You can update settings here at any point).

12. That's it, you'll see your Office 365 account under **Accounts**. Test your Mail app by sending yourself an email from your [Office 365 web portal](#) and responding to it from your iPhone.

ACCOUNTS	
iCloud iCloud Drive, Contacts, Safari and 6 more…	>
Business Email Mail, Contacts, Calendars, Reminders, Notes	>
Personal Email Mail, Calendars, Notes	>
Add Account	>