



Dashboard

Add-Ons

Admin ▼

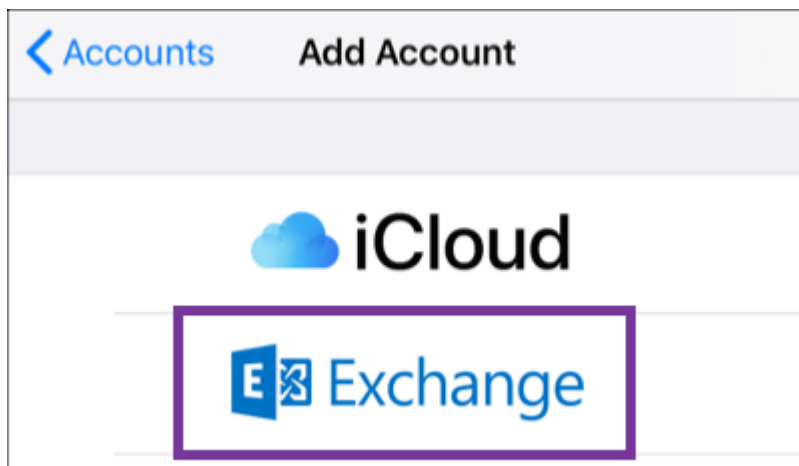
iPhone setup instructions



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

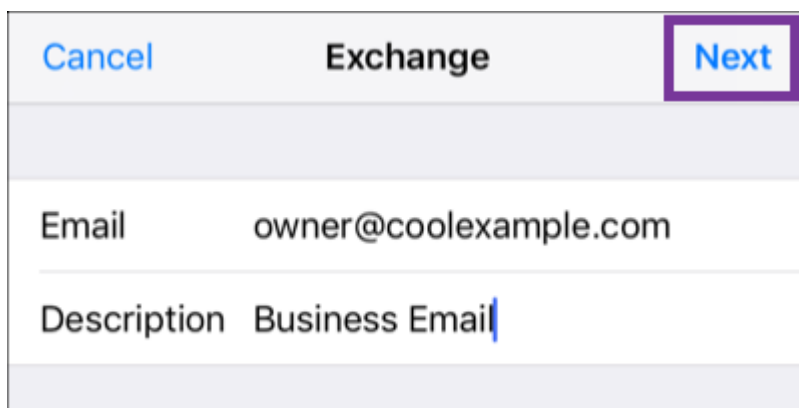


4. Tap Exchange.

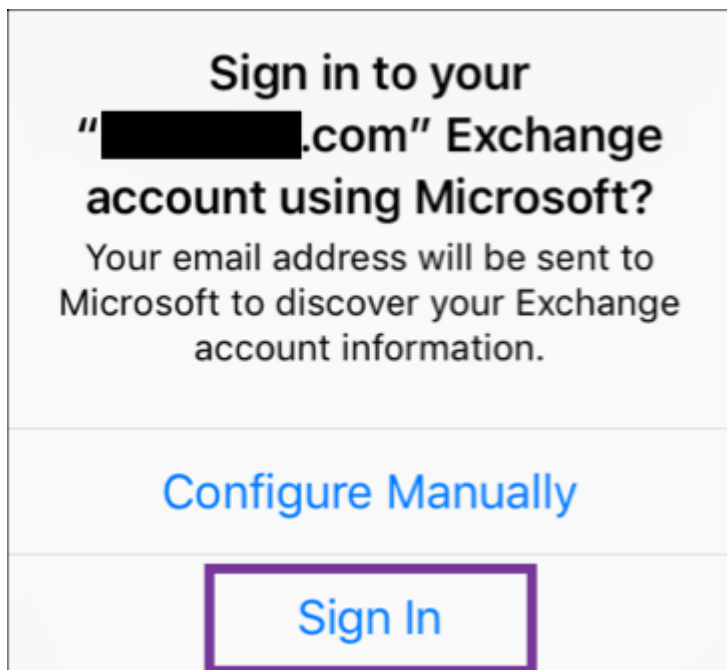


5. Enter your Email address and a short Description (e.g. your company's name).

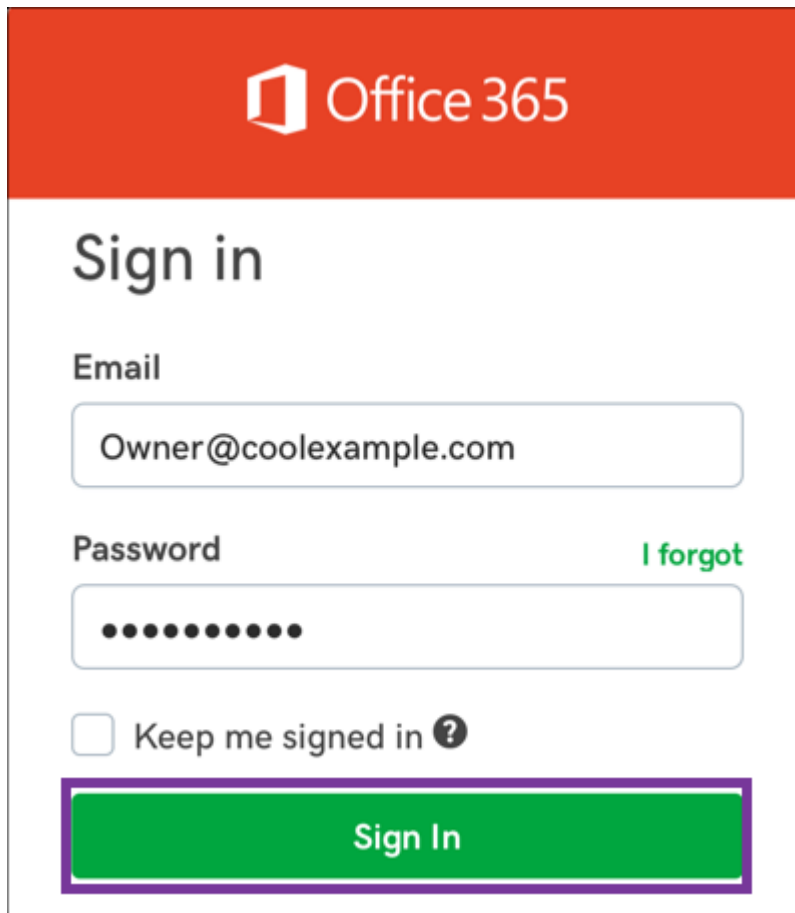
6. Tap Next.



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.



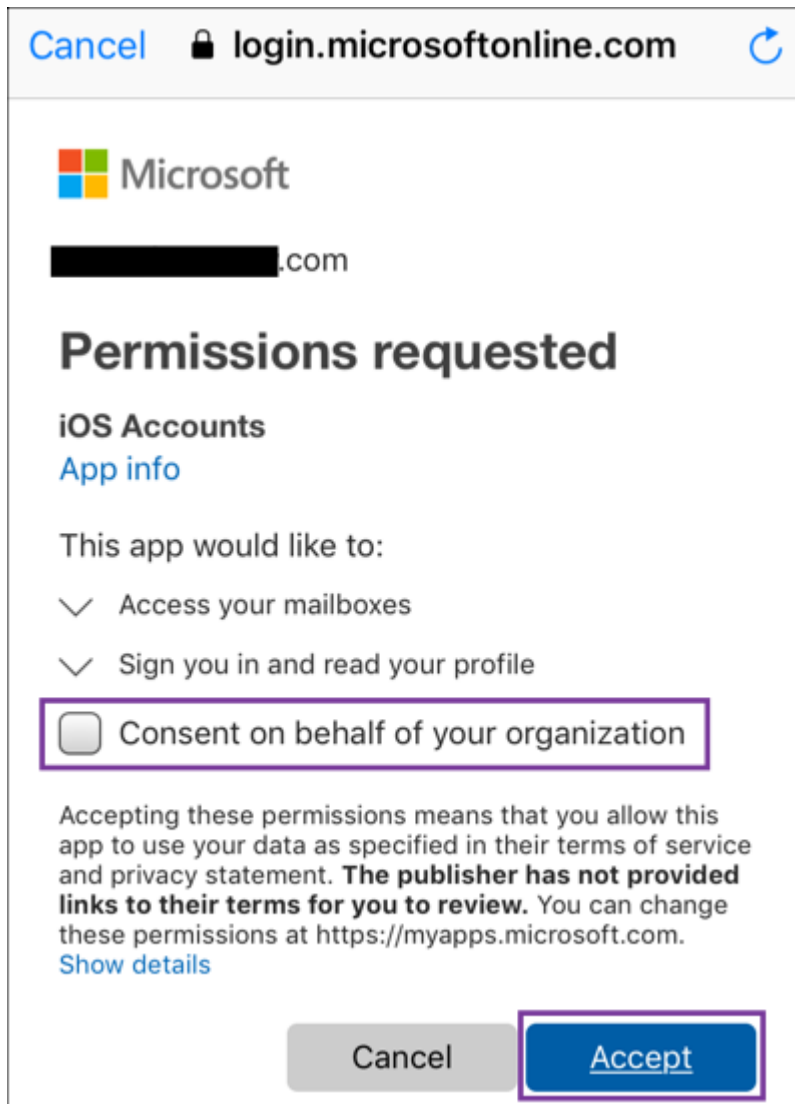
The image shows the Office 365 sign-in interface. At the top is a red header with the Office 365 logo. Below the header, the text "Sign in" is displayed. There are two input fields: "Email" with the text "Owner@coolexample.com" and "Password" with a masked password of ten dots. To the right of the password field is a green link that says "I forgot". Below the password field is a checkbox labeled "Keep me signed in" with a question mark icon. At the bottom is a large green button with the text "Sign In" in white, which is highlighted with a purple border.

? Note: If Microsoft cannot find your account, you will be asked to enter your details manually:

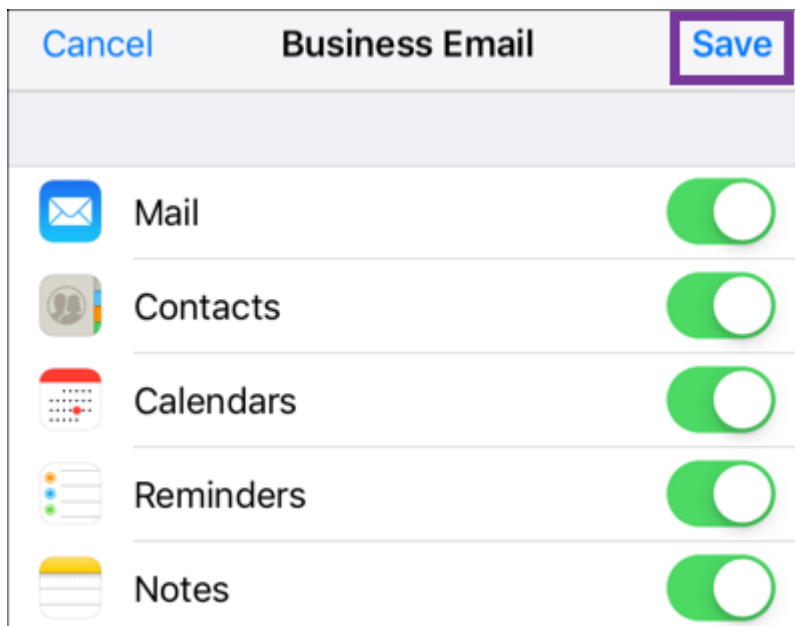
- **Username** = your Office 365 email address
- **Password** = your Office 365 email password
- **Server** = outlook.office365.com
- **Domain** = leave blank

9. Tap Next.

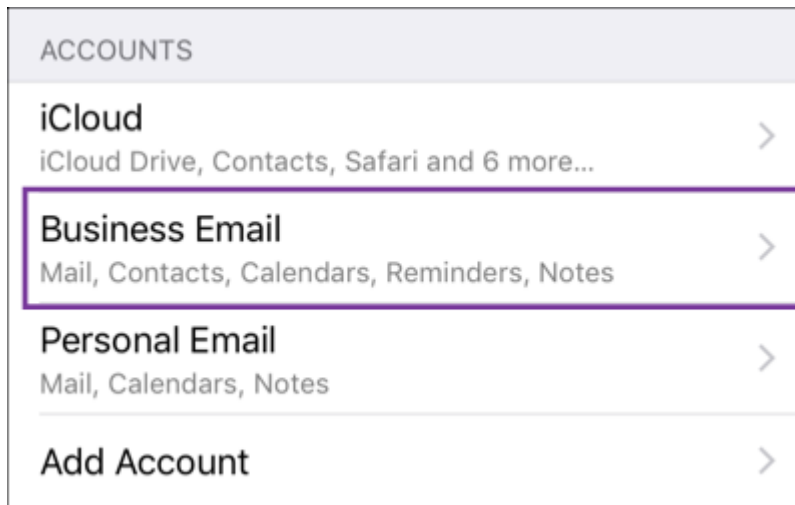
10. Select Consent on behalf of your organization and tap **Accept**.



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.



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