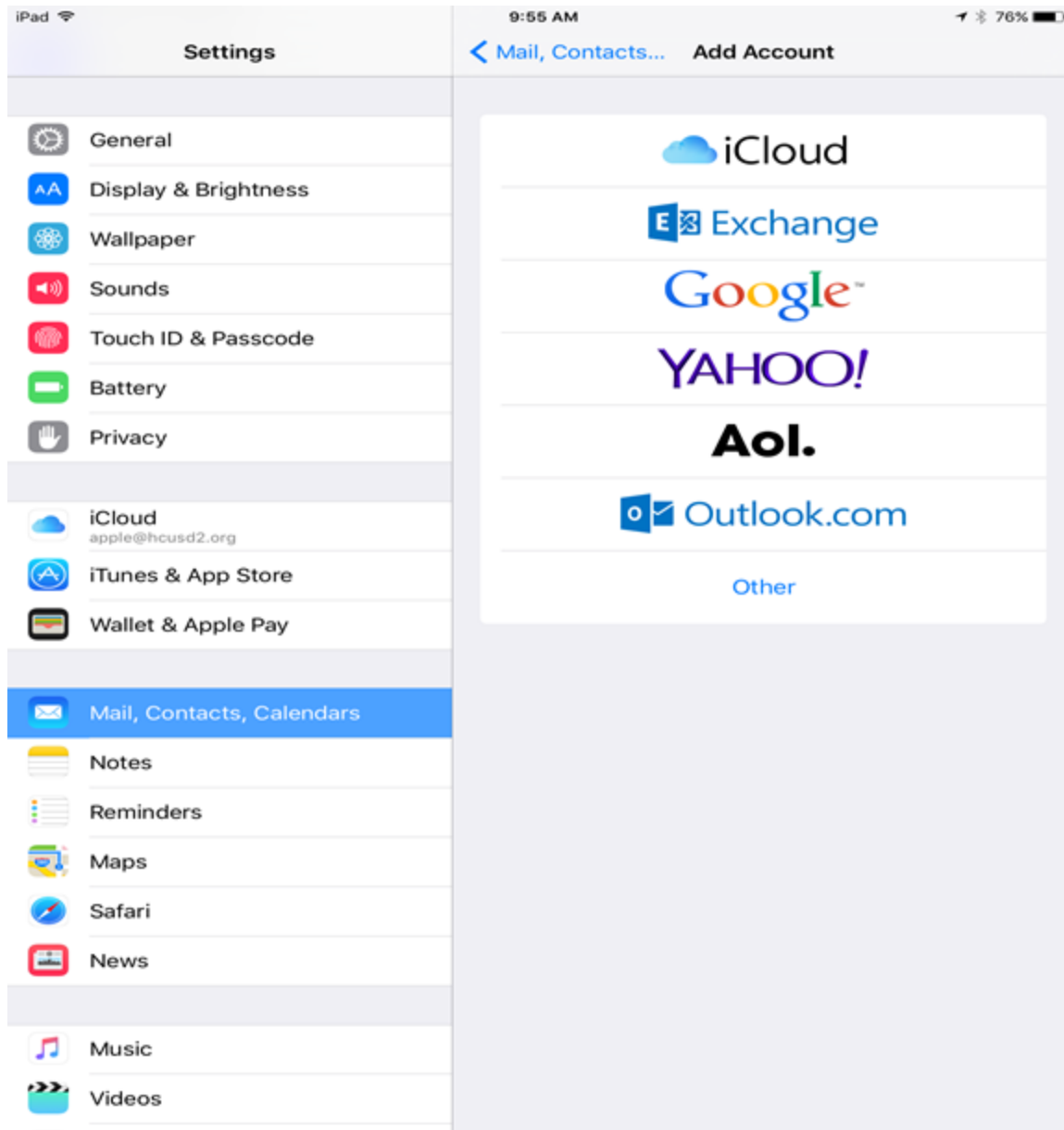


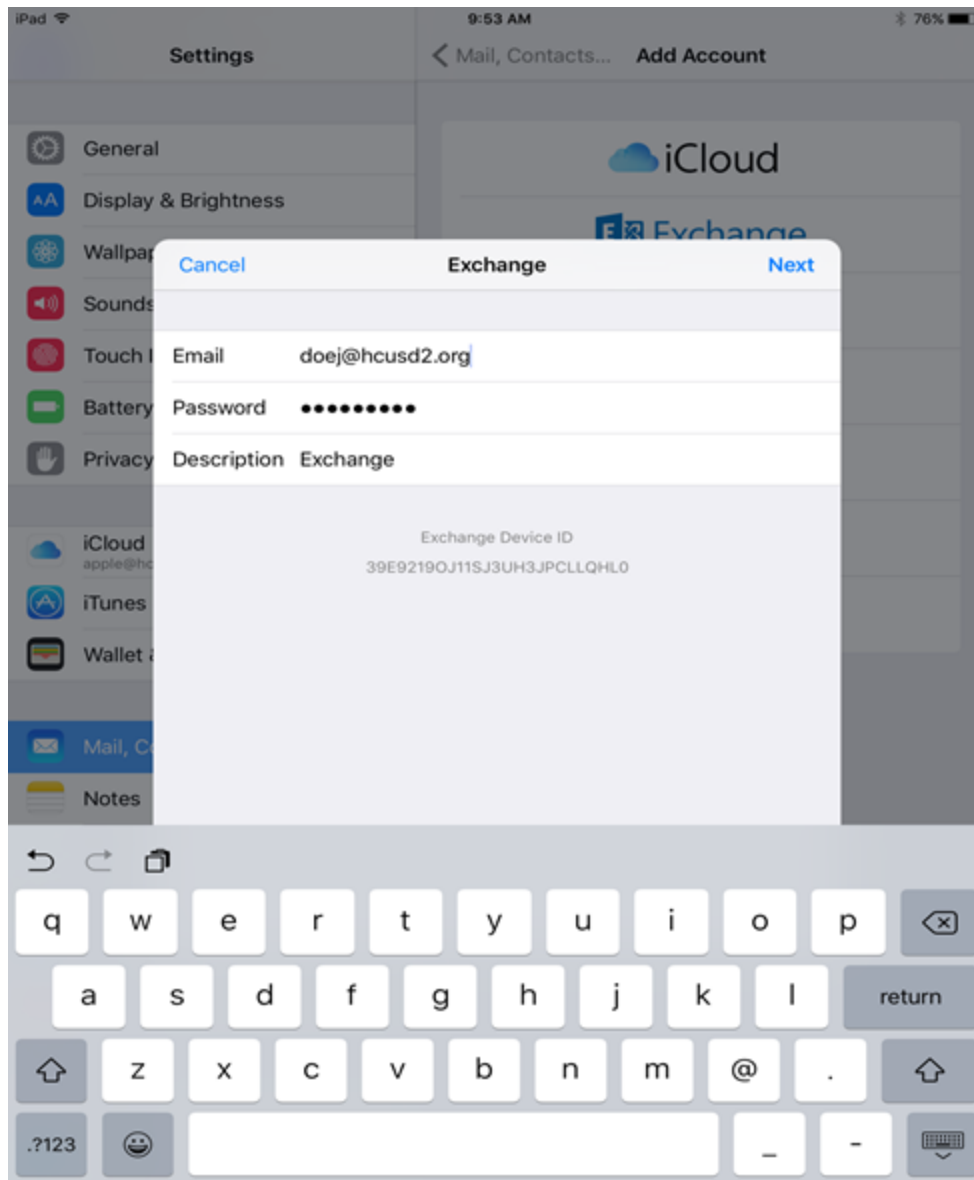
## New email settings for iPad and iPhone users

1. Open up settings and click on Mail, Contacts and Calendars.
2. Click on Exchange. Located on the right-hand side.



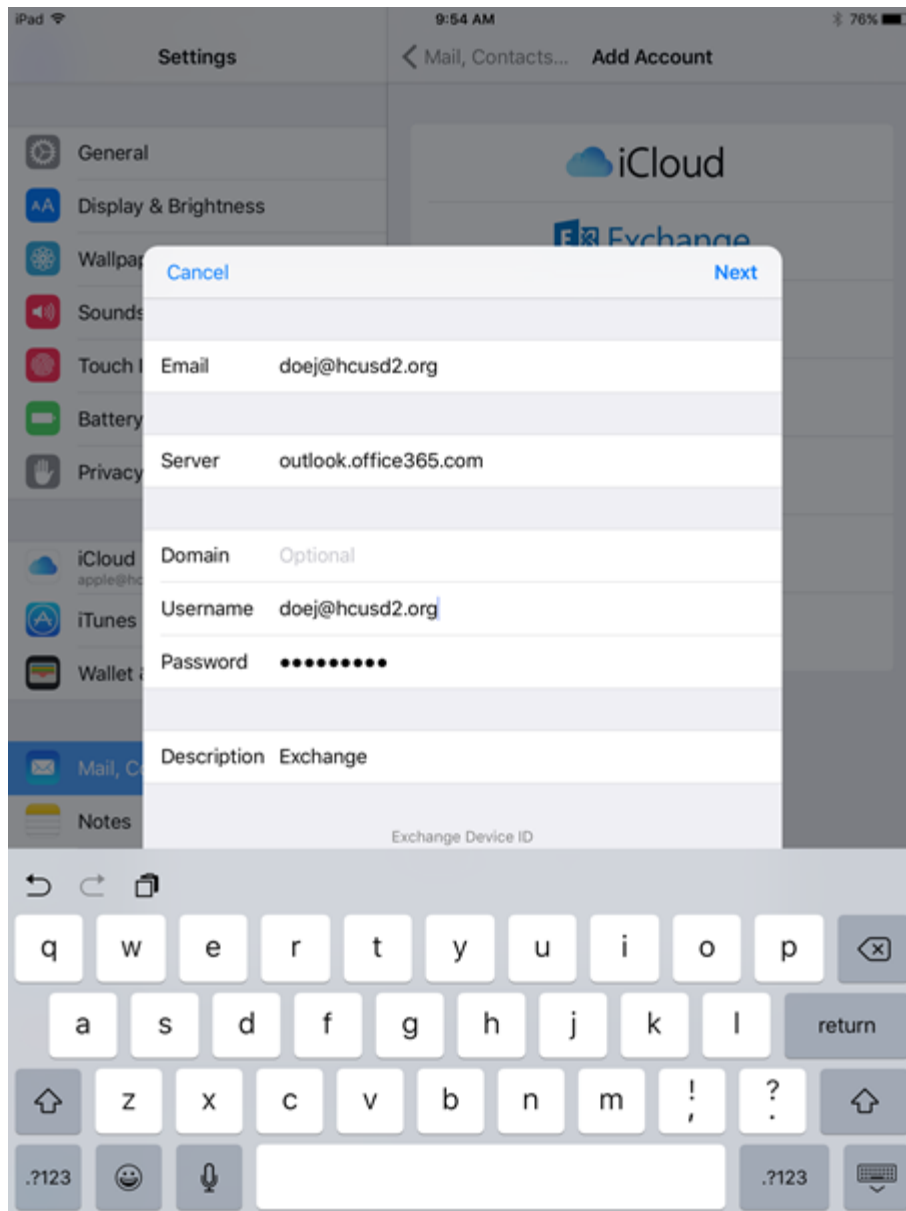
Scroll down to page 2

3. Under "Email" type in your full email address. See below for an example.
4. Type in your password
5. Select Next



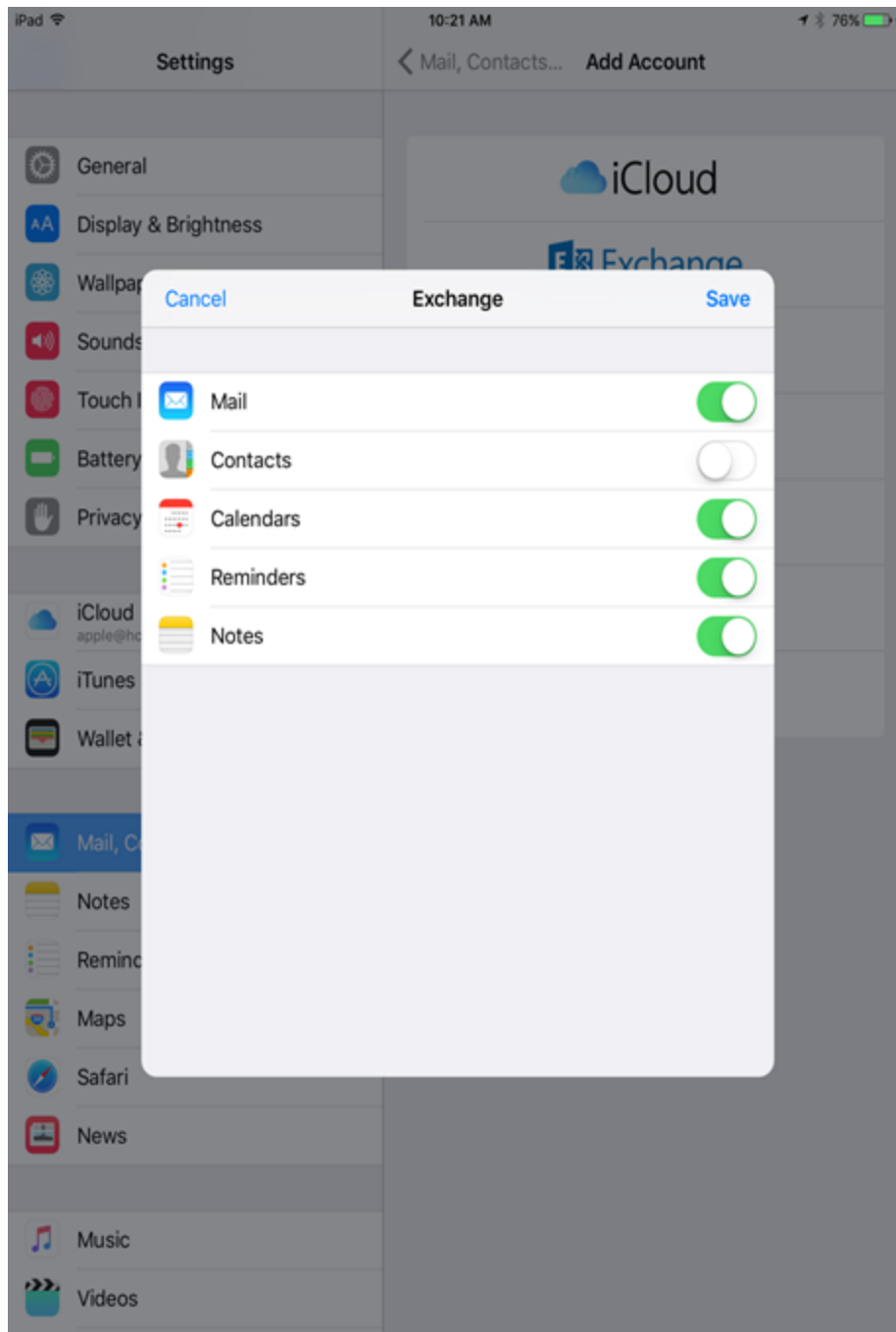
Scroll down to page 3

6. Under "Server" type in Outlook.Office365.com
7. Leave "Domain" empty
8. Under "Username" type in your full email again. See below for an example.
9. Click Next



Scroll down to page 4

10. Your settings should verify and it should forward you on to the screen listed below
11. Change your settings as needed. For personal devices I would highly recommend turning off contacts.
12. Hit Save



Your E-mail account is now added to your device. By default it will sync all email messages to your device for the past week. If you want more than a week you can go back to settings. Select the Exchange email settings and change the "Mail Days to Sync" from a week to whatever variable you like.