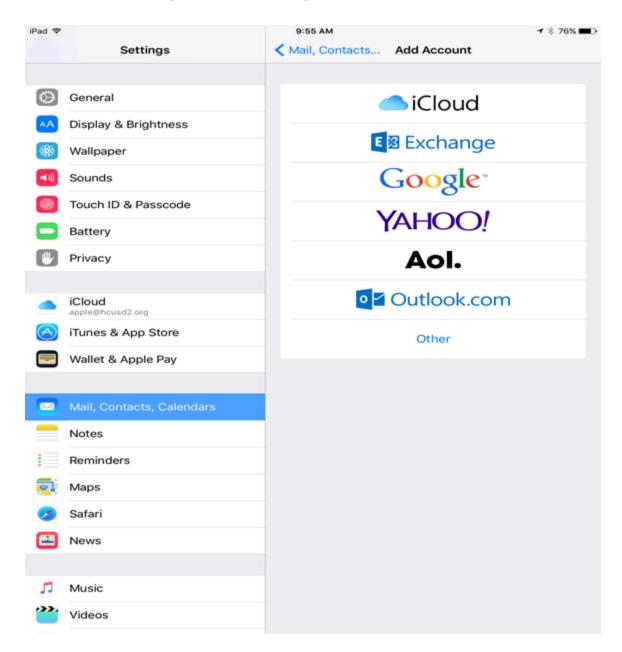
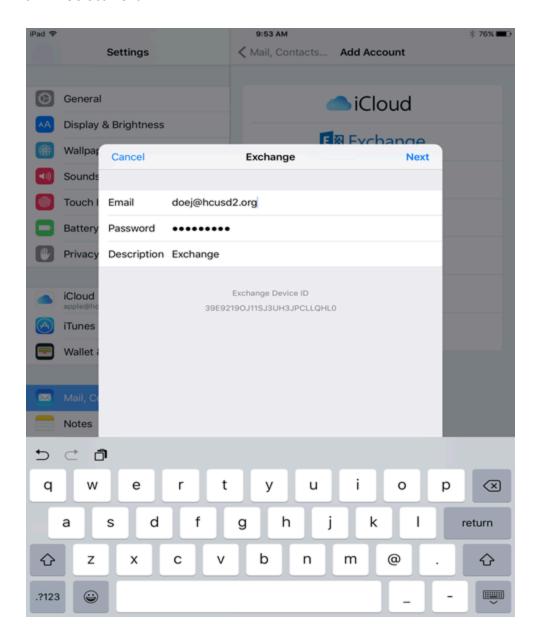
## New email settings for iPad and iPhone users

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



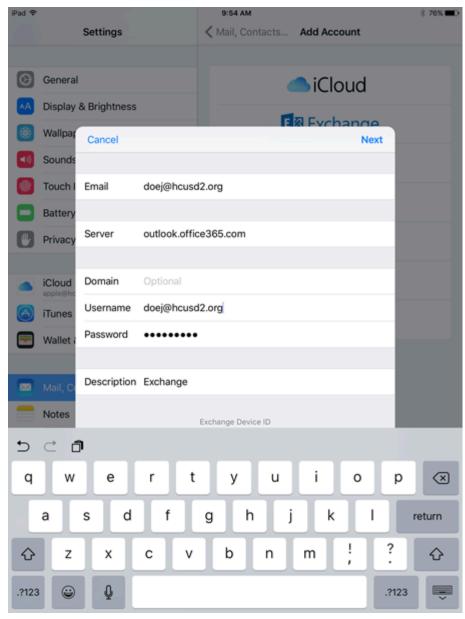
Scroll down to page 2

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



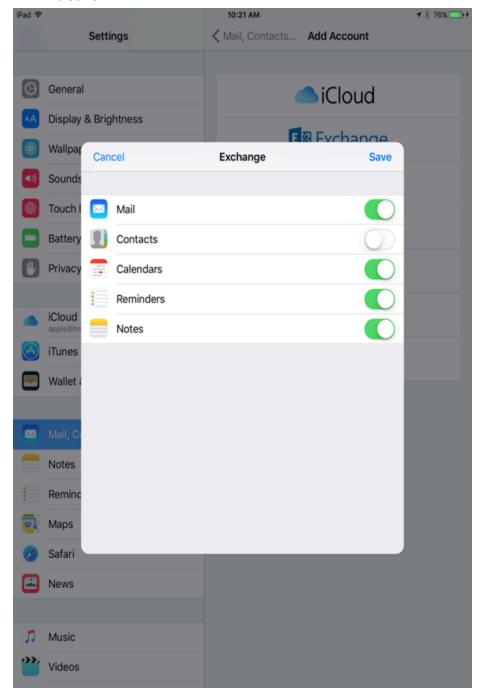
Scroll down to page 3

- 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.