

Smartphone Email Setup: iPhone/iOS device

If you have previously setup BAC email on your iPhone please remove the account before trying to setup again.

Remove account:

1. Navigate to Settings -> Passwords & Accounts (or Accounts & Passwords)
2. From ACCOUNTS selection tap your old BAC email account
3. Tap Delete account at the bottom
4. To confirm, tap Delete from My iPhone

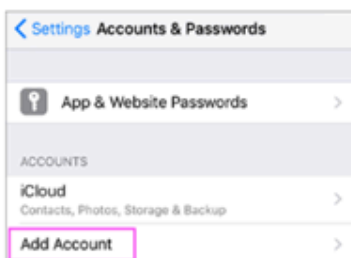
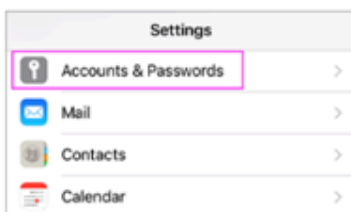
Setup New Account:

Your username will be BAC Username @the-bac.edu (longer last names may be abbreviated but in most cases this will be the same as your email address), and then entering your BAC password when prompted.

1

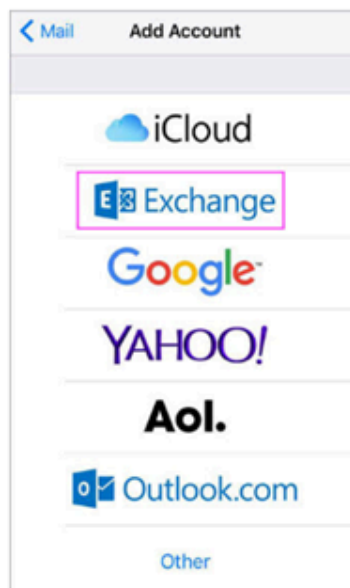
Go to your iPhone or iPad's **Settings** > scroll down and tap **Accounts & Passwords** > **Add Account**.

Note: If you're on iOS 10, go to **Mail** > **Accounts** > **Add Account**.



2

Select **Exchange**.



3

Enter your Office 365, Exchange, or Outlook.com email address and a description of your account. Tap **Next**.

Cancel	Exchange	Next
Email	joe.student@the-bac.edu	
Description	BAC	

Tap **Sign In**.