

Set up Exchange email on an Apple iPhone, iPad, or iPod Touch

1. If this is the first email account on your iPhone, tap **Mail**. Otherwise, tap **Settings > Mail, Contacts, Calendars > Add Account**.
2. Tap **Settings > Mail, Contacts, Calendars > Add Account**.
3. Tap **Microsoft Exchange or Exchange** - varies by operating system.
4. Type the information requested in the **Email, Username, and Password** boxes. You need to type your full email address in the **Email** and **Username** boxes (for example, tpalmer@newberry.k12.sc.us).
5. Tap **Next** on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account. Go to step 8 if your mail program finds your settings.
6. In the **Server** box, enter **outlook.office365.com**. You don't need to type anything in the **Domain** box. Type in your **Username** (full email address – such as tpalmer@newberry.k12.sc.us) and then tap **Next**.
7. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. If you make changes from the defaults, it may ask you "What would you like to do with existing local calendars (or contacts) on your iPhone?" – click "**Keep on my iPhone**" and click on "**Save**."
8. If you're prompted to create a passcode, tap **Continue** and type a numeric passcode. If you are prompted and you don't set up the passcode, you can't view your email account on your phone. NOT all phones will require you to set up a passcode - mine did not.

