

Set up a Microsoft 365, Exchange, or Outlook.com email in the iOS Mail app

1

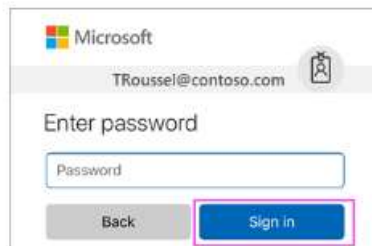
Go to your iPhone or iPad's **Settings** > scroll down and tap **Accounts & Passwords** > **Add Account**.

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



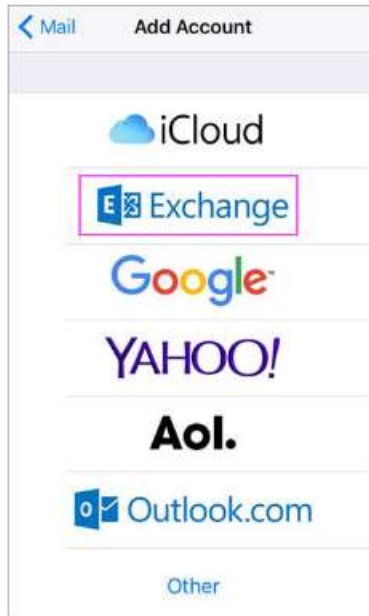
4

Enter the password associated with your email account. Tap **Sign in** or **Next**.



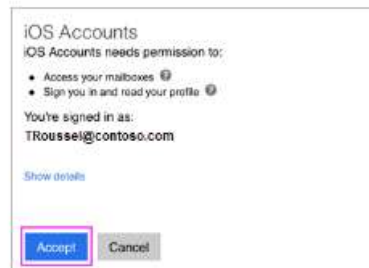
2

Select **Exchange**.



5

The Mail app may request certain permissions. Tap **Accept**.

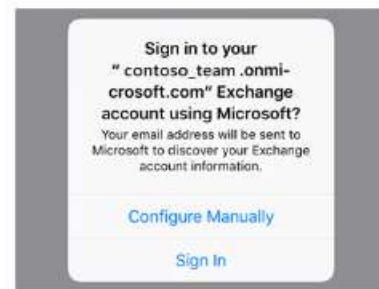


3

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



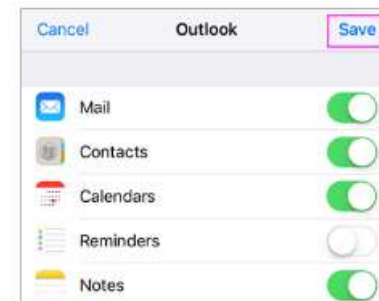
Tap **Sign In**.



Note: Tap **Configure manually** if you need to enter **server settings**.

6

Choose the services you want to sync with your iOS device and tap **Save**. You're done!



If you are having trouble, we are happy to help! Put in a help ticket by emailing help@stsmich.com

Or call the office at (616)394-1303