

# Hosted Exchange Email setup on IOS Devices

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

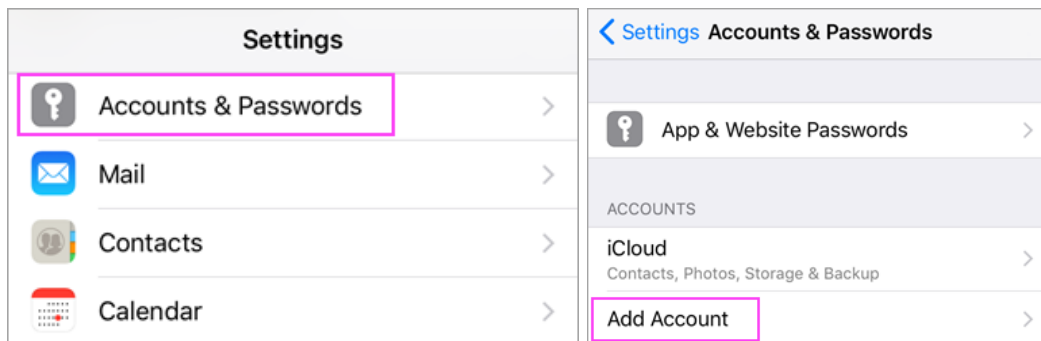
1

\*Note: If you are switching from an old host, you must first delete the email account that you are reconfiguring.

\*\*Note: If you are prompted to choose the type of account you are setting up (personal or work), you will want to select “Work or School Account created by your IT dept.”.

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

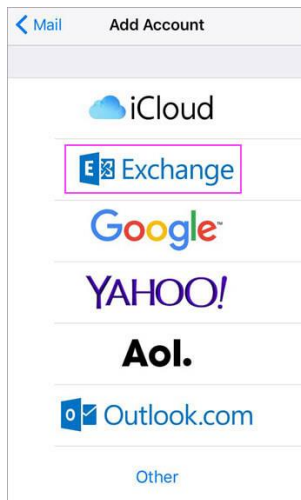
**Note:** If you're on iOS 10, go to **Mail** > **Accounts** > **Add Account**.



2

Select **Exchange**.

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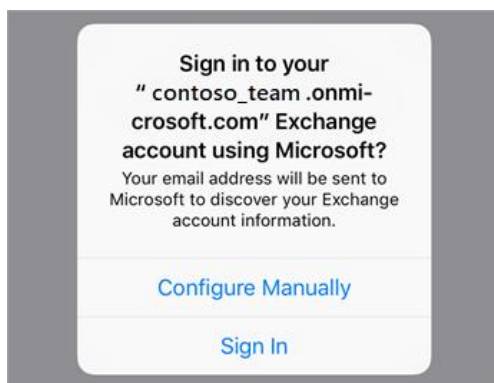


3

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

Cancel	Exchange	Next
Email	TRoussel@contoso.com	
Description	Exchange	

Tap **Sign In**.

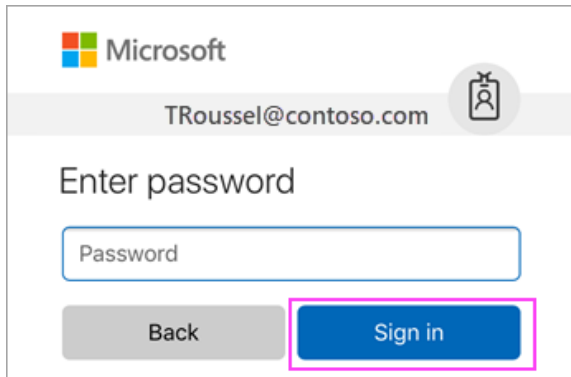


**Note:** Tap **Configure manually** if you need to enter [server settings](#).

4

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

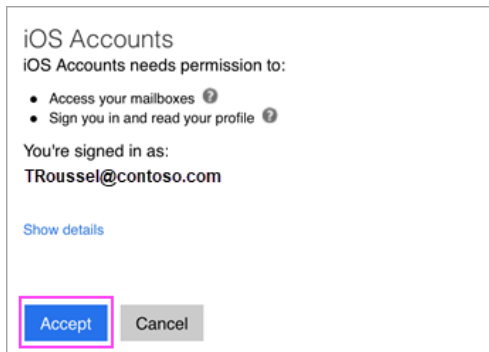
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The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the email address 'TRoussel@contoso.com' is displayed next to a person icon. The main heading is 'Enter password'. Below this is a text input field labeled 'Password'. At the bottom, there are two buttons: a grey 'Back' button and a blue 'Sign in' button. The 'Sign in' button is highlighted with a pink rectangular border.

5

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



The screenshot shows an 'iOS Accounts' permission dialog. The title is 'iOS Accounts' and the subtitle is 'iOS Accounts needs permission to:'. Below this are two bullet points: 'Access your mailboxes' and 'Sign you in and read your profile', each with a question mark icon. Underneath, it says 'You're signed in as: TRoussel@contoso.com'. There is a blue link 'Show details'. At the bottom, there are two buttons: a blue 'Accept' button and a grey 'Cancel' button. The 'Accept' button is highlighted with a pink rectangular border.

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

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