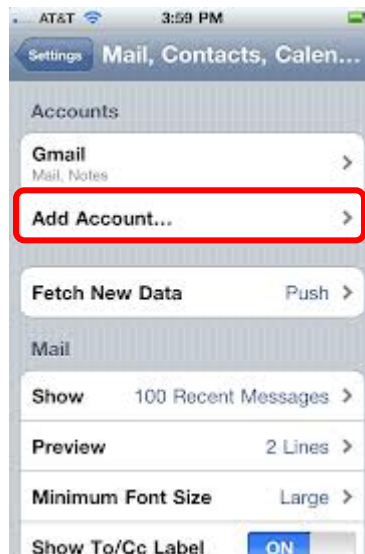


NEW E-MAIL SET UP FOR IPHONE

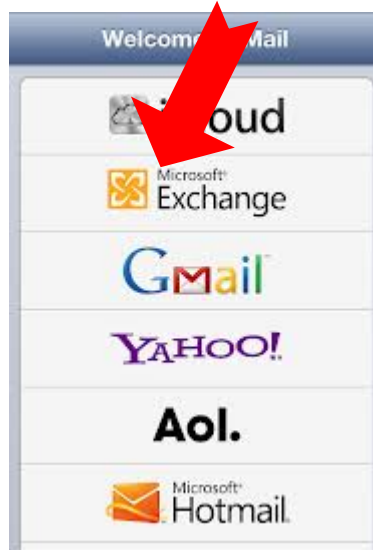
1. Click on the **Settings** Icon



2. Choose **Mail, Contacts, Calendars**



3. Choose **Add an Account**



4. Choose **Microsoft Exchange**



5. Enter **Email, Password, & Description** Tap **Next**.
6. At this point, the device might go directly into the verification process and get the required settings for our domain. If so, then the next screen will ask what aspects of information you want to sync. Then tap **Save**.

The device may require more information to be entered before the information is verified. If so, then following will need to be entered as well.

The screenshot shows an iPhone 'Exchange' setup screen. At the top, there are 'Cancel' and 'Next' buttons. The fields are as follows:

- Email:** john.doe@dcsms.org
- Server:** server.company.com
- Domain:** Optional
- Username:** Required
- Password:** Masked with 10 dots
- Description:** Work

Email: **your.name@dcsms.org**

Server: **outlook.office365.com**

Domain: **dcsms.org** (NOT optional)

Username: **your.name@dcsms.org**

Password: **Should be there**

Description: **Identifies the email account**

Now Tap **Next**.

- At this point, the device will go into the verification process and the next screen will ask what aspects of information you want to sync. Then tap **Save**.

You are Done!

*If you need any assistance please contact me!
Jen Marshall*