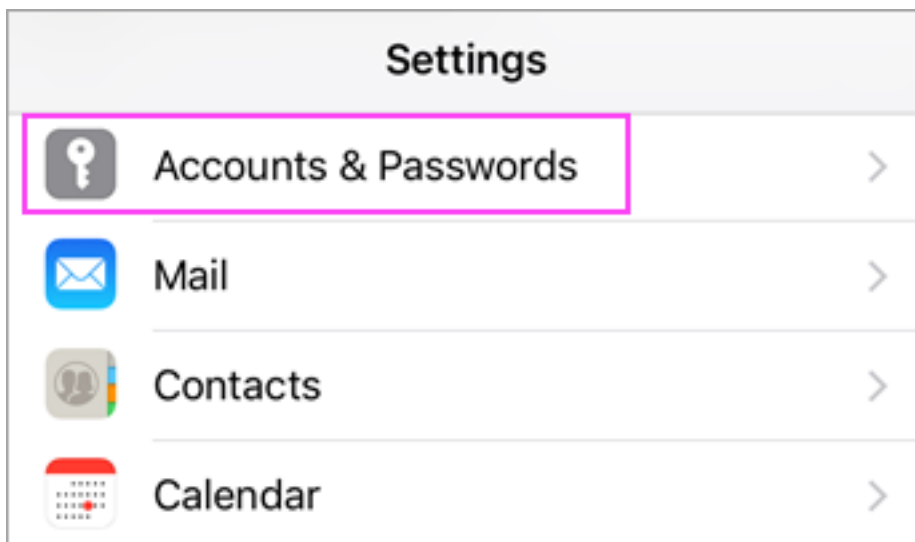


How to Set up Office 365 email using the iOS Mail app

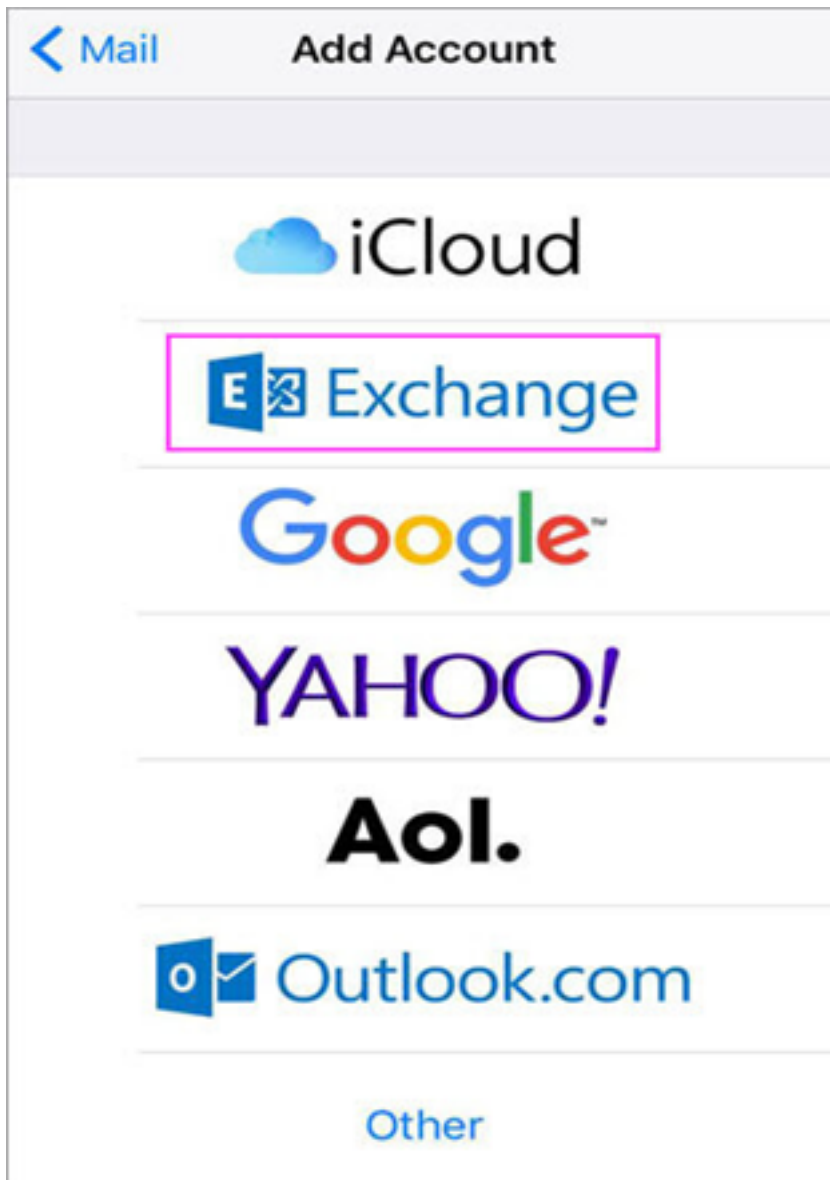
Go to your iPhone or iPad's **Settings** > scroll down and tap **Accounts & Passwords** > **Add Account**.

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





Select **Exchange**.



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

Note: For example, *xyz@lakewoodmontessori.org*

Cancel	Exchange	Next
Email	TRoussel@contoso.com	
Description	Exchange	

Tap **Sign In**.

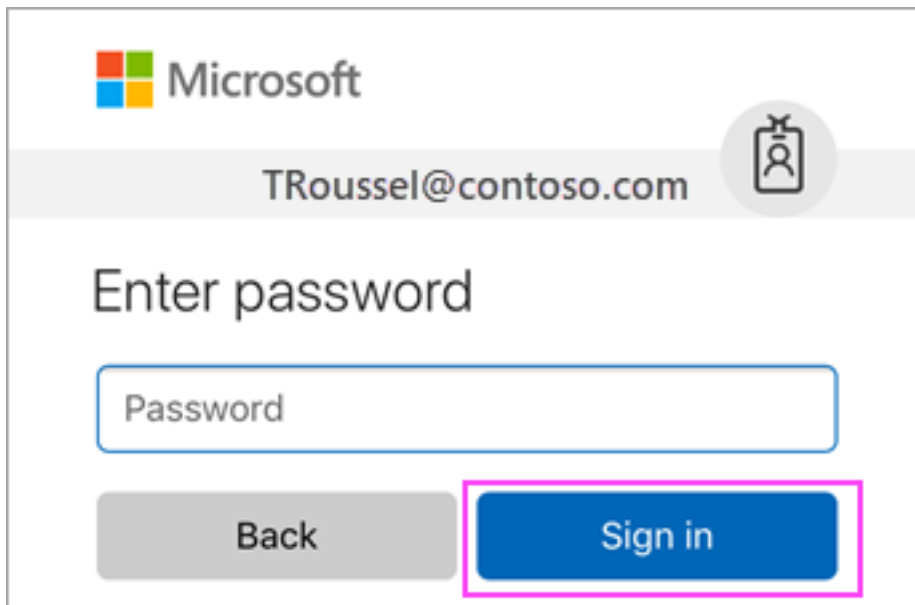
**Sign in to your
"contoso_team.onmicrosoft.com" Exchange
account using Microsoft?**

Your email address will be sent to
Microsoft to discover your Exchange
account information.

[Configure Manually](#)

[Sign In](#)

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



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. To its right is the email address 'TRoussel@contoso.com' and a circular icon containing a person silhouette. Below this is the text 'Enter password'. Underneath is a password input field with the placeholder text 'Password'. At the bottom are two buttons: a grey 'Back' button on the left and a blue 'Sign in' button on the right. The 'Sign in' button is highlighted with a pink rectangular border.

Microsoft

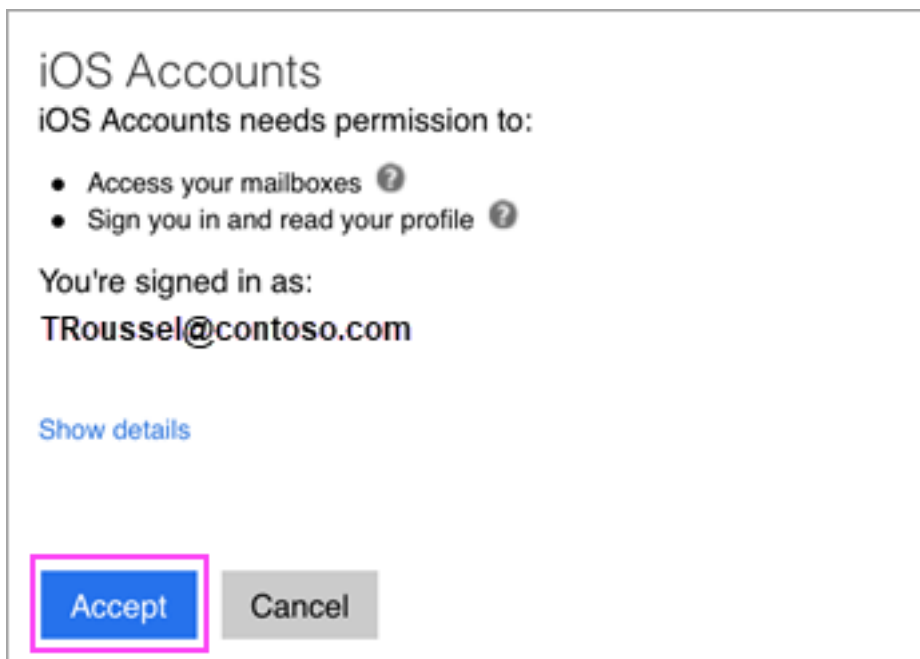
TRoussel@contoso.com

Enter password

Password

Back Sign in

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



The image shows an 'iOS Accounts' permission screen. At the top is the title 'iOS Accounts'. Below it is the text 'iOS Accounts needs permission to:'. This is followed by a bulleted list of two permissions: 'Access your mailboxes' and 'Sign you in and read your profile', each with a small question mark icon. Below the list is the text 'You're signed in as:' followed by the email address 'TRoussel@contoso.com'. Underneath is a blue link that says 'Show details'. At the bottom are two buttons: a blue 'Accept' button on the left and a grey 'Cancel' button on the right. The 'Accept' button is highlighted with a pink rectangular border.

iOS Accounts

iOS Accounts needs permission to:

- Access your mailboxes ?
- Sign you in and read your profile ?

You're signed in as:
TRoussel@contoso.com

[Show details](#)

Accept Cancel

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

Online URL: <https://support.quikbox.com/article.php?id=176>