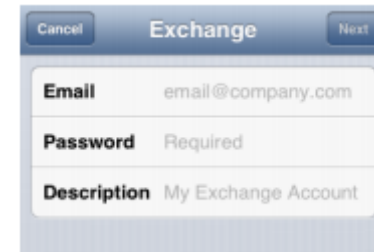


iPhone: Set up email, calendar, and contacts

You can connect to your Office 365 or other Exchange-based email on an iPhone or iPad. When you an Exchange account on your phone or tablet, you'll be able to access and synchronize your email, calendar, and contacts.



set up

1. If this is the first email account on your iPhone, select Mail. Otherwise, select

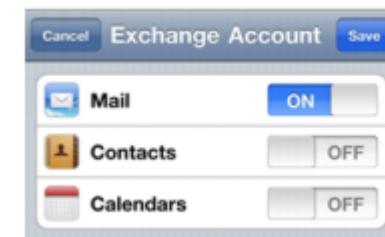
Settings > Mail, Contacts, Calendars > Add Account.

2. Select **Microsoft Exchange**.

3. **Enter your full email address**, for example `blogs@watfordboys.org`, and your windows password. Then select 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. Skip to step 5 if your mail program finds your settings

4. If your iPhone can't find your settings, you'll need to manually enter your server name. If you're connecting to your Office 365 email, in **Server**, enter `outlook.office365.com`.

5. Choose the type of information you want to synchronize between your account and your device, and then select **Save**. By default, Mail, Contacts, and Calendar information is synchronized.



6. If you're prompted to create a passcode, select Continue, and enter a numeric passcode. If you don't set up a passcode, you can't view your email account on your iPhone