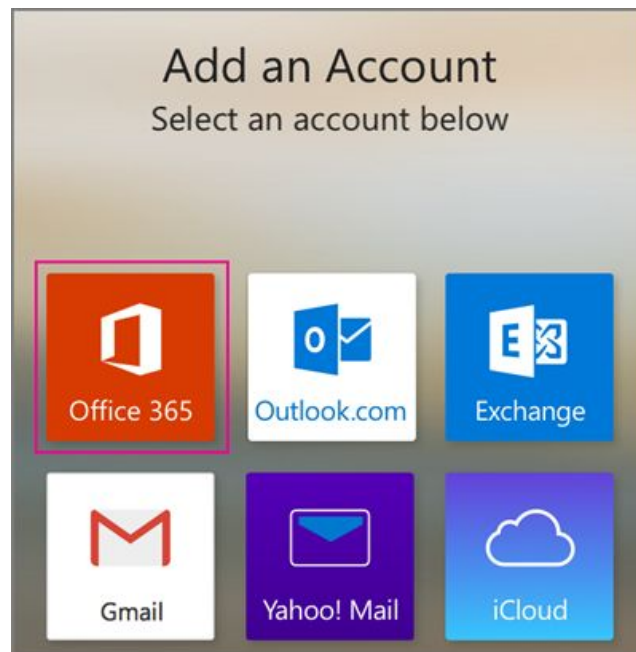


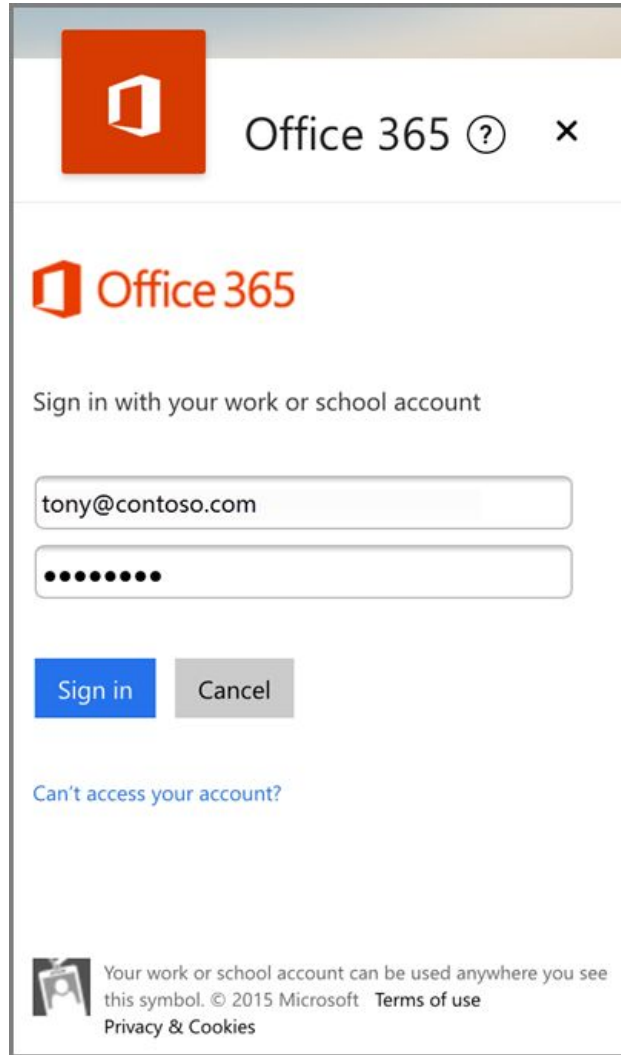
Using the Microsoft Outlook App (preferred method)

NOTE: Outlook for iOS requires iOS 8.0 or higher..

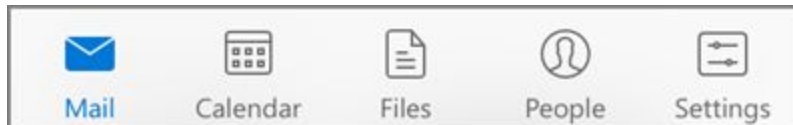
1. Download the [Outlook for iOS](#) app from the Apple Store if you haven't installed it yet.
2. If you already have it installed, open it, then tap Settings > Add Account.



3. Tap Office 365 if you have a work or school account in Office 365 for business.
4. Type your full email address, for example tony@contoso.com, type your password, and then tap Sign in.
5. TIP: If you get a time-out message, your password or other information might be incorrect. Retype the information, and then try again.
6. NOTE: If you previously selected Exchange to set up your account you may receive a message about security upgrades and you'll need to re-sign in. Follow the prompts and sign in with your full email address and password.

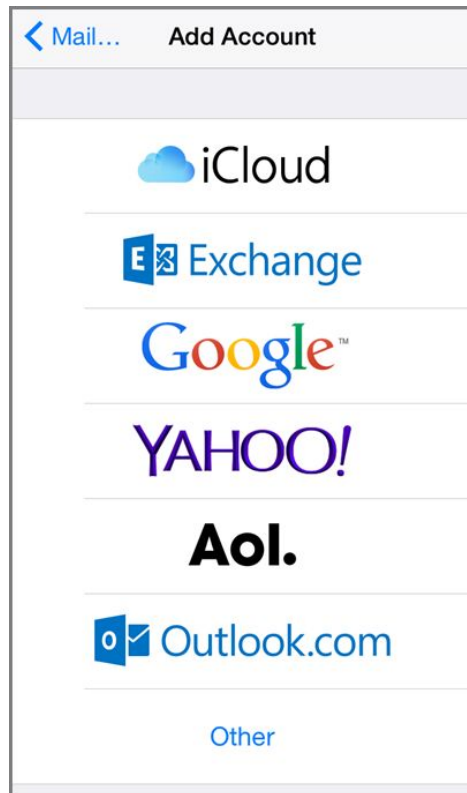


7. Select Yes to let the app access your info. Outlook for iOS begins syncing.
8. Tap one of the icons to view your calendar, files, or contacts in the app.

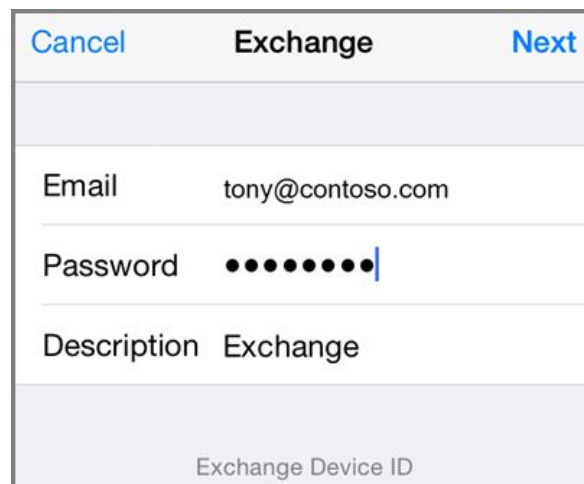


Using the built-in Apple Mail App

1. Tap Settings > Mail, Contacts, Calendars >Accounts > Add account > Email.



2. In the Add Account page, tap Exchange.
3. Enter your full email address, for example tony@contoso.com, and your password, and then tap Next.

A screenshot of the 'Exchange' account setup screen. The screen has a title bar with 'Cancel', 'Exchange', and 'Next' buttons. Below the title bar, there are three input fields: 'Email' with the value 'tony@contoso.com', 'Password' with a masked password of ten dots, and 'Description' with the value 'Exchange'. At the bottom of the screen, there is a field for 'Exchange Device ID'.

4. By default, Mail, Contacts, and Calendar information are synchronized. Tap Save.
5. If you're prompted to create a passcode, tap Continue and type a numeric passcode. If you're prompted and don't set up a passcode, you can't view this account on your device. You can also set up a passcode later in your settings.

Not working? Make sure you entered your email and password correctly and try again. You can also try setting the account up manually using IMAP, but selecting this method will only add your email, not your calendar or contacts. Please contact aaesIT support for more information on manual setup.