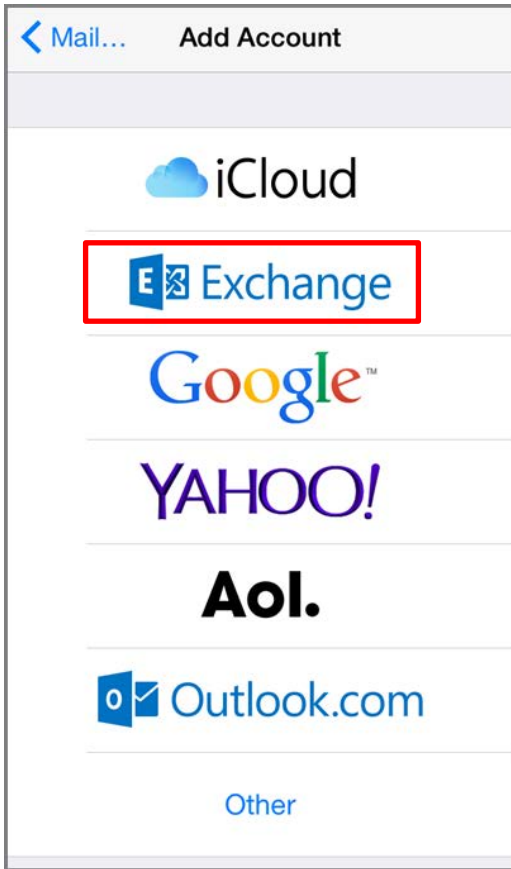
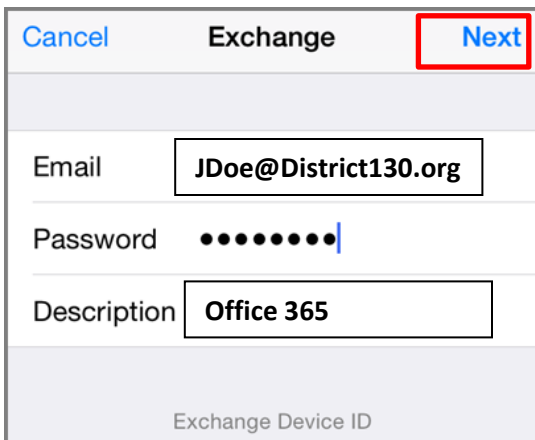


iPhone / Ipad Manual Setup

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 JDoe@District130.org, and your password, and then tap **Next**.



4. Review the settings on the **Account** page and update if necessary.
 1. **Email** Make sure your full email address is in this box, Ex. JDoe@District130.org.
 2. **Server** is **outlook.office365.com**.
 3. **Domain** There is no **Domain**
 4. **Username** Type your full email address in this box, Ex. JDoe@District130.org,
 5. **Password** Use the password that you use to access your email account.
 6. **Description** Use something to identify this email account. Ex. Office 365 or District 130 Email.
 7. Make sure the **Use (SSL)** Is On.



The screenshot shows the 'Account' settings page in an iOS email application. At the top, there are 'Cancel' and 'Done' buttons. The settings are as follows:

- Email:** JDoe@District130.org
- Server:** outlook.office365.com
- Domain:** Optional
- Username:** JDoe@District130.org
- Password:** Represented by seven dots.
- Description:** Office 365
- Use SSL:** A toggle switch is turned on, labeled 'ON'.

5. Chose what you would like to sync up. You can sync Mail, Contacts, Calendars, Reminders, and Notes. When you're finished, tap Save.