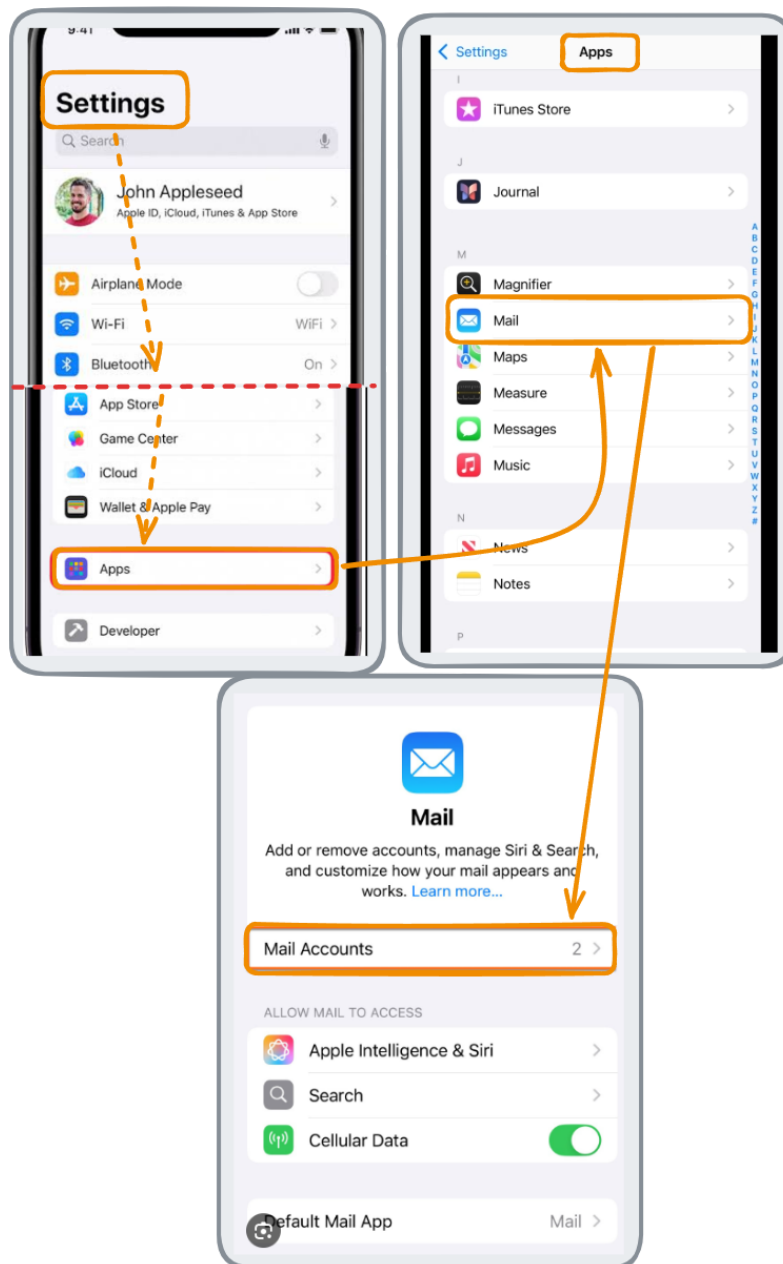


Microsoft 365 Account Setup on iPhone

Step 1

Head to settings in your iPhone, scroll down to 'Apps'
Once in Apps, find and tap 'Mail'
Once in Mail, tap 'Mail Accounts'



Step 2

You're now looking at the list of your mail accounts, this list is also where you go for calendar and contact sync.

Hit 'New Account' and when it asks what type of account to pick 'Exchange'

The next screen will ask for an email address and a name, the email address is of course the one you're trying to configure. The name can be whatever you please, it controls how the account appears in the accounts list on the previous screen.

You can leave it as the default Exchange but if you set up other Microsoft accounts they'll all have that same name.

From there you'll be asked to sign in using Microsoft, choose 'Sign in', not 'configure manually'

It sends you through a Microsoft sign in dialogue. Enter your password, hit sign in, and you're done!

