

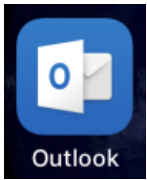


**Exchange Mailbox
Setup Instructions for:**

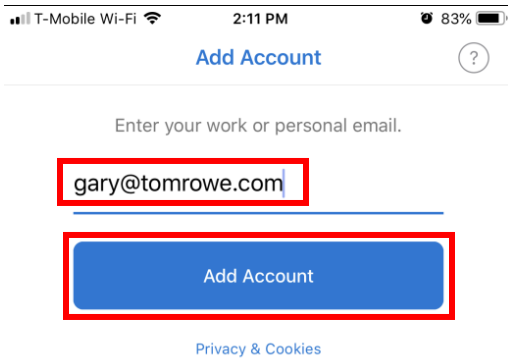
iPhone

(in Outlook App)

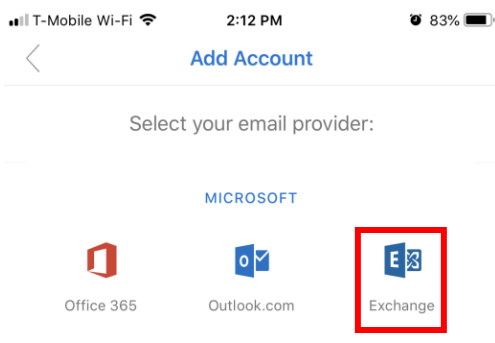
Open "Outlook" app:



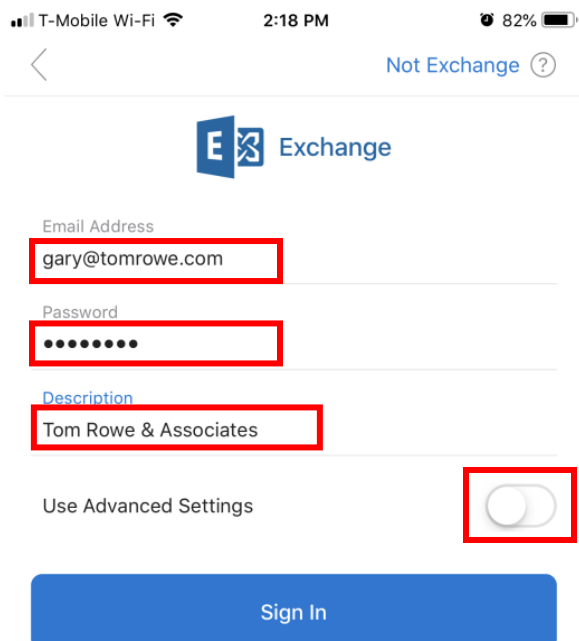
Enter email address, then click "Add Account":



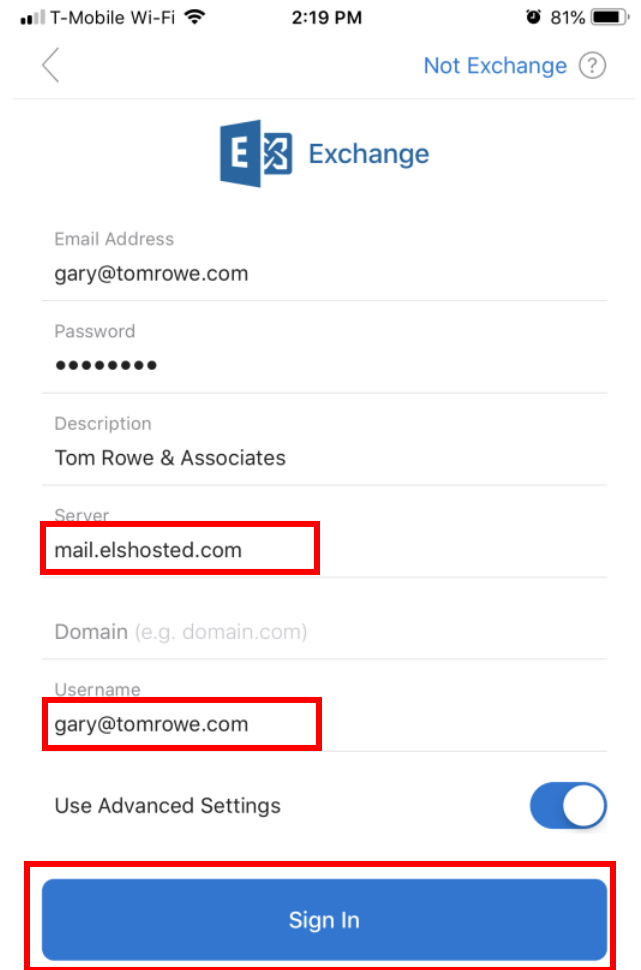
Click "Exchange"



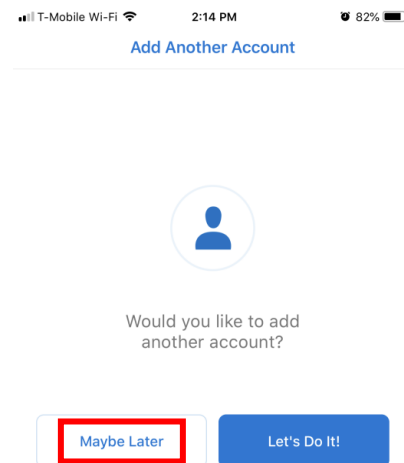
Enter your email address, password and description, then enable "Use Advanced Settings":



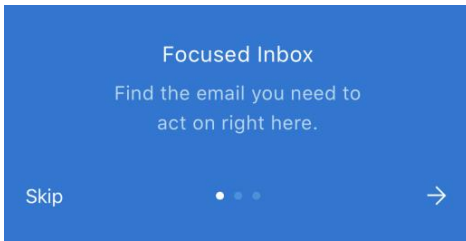
Enter the Server as shown below, enter email address in the "Username" field, then click "Sign In":



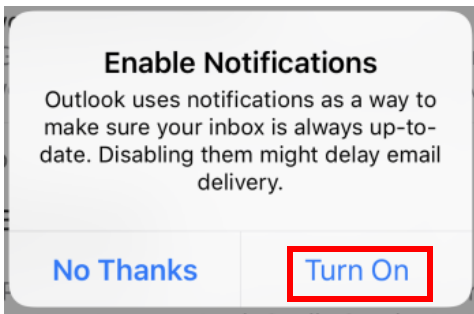
Click "Maybe Later":



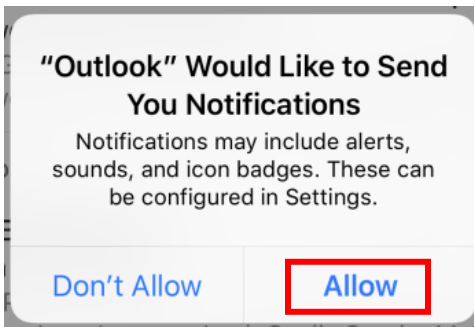
If prompted, click “Skip”:



Click “Turn On”:

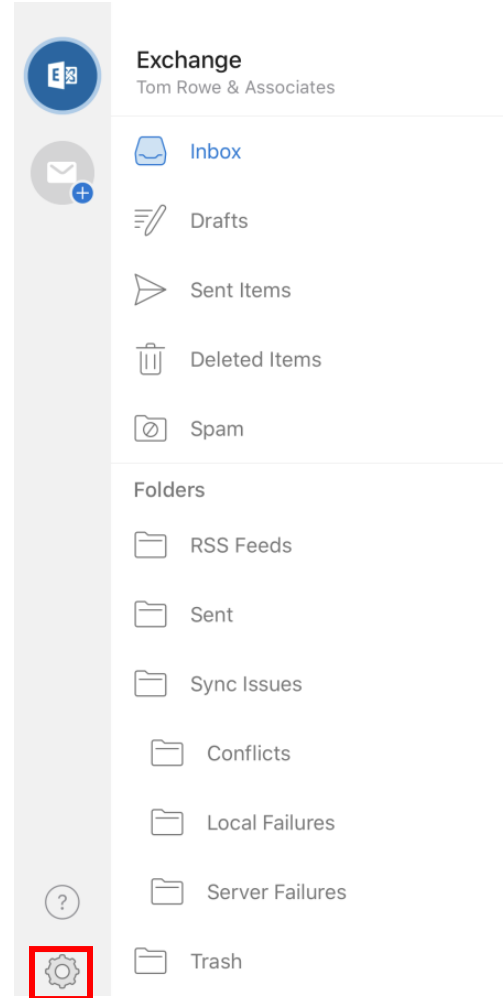


Click “Allow”:

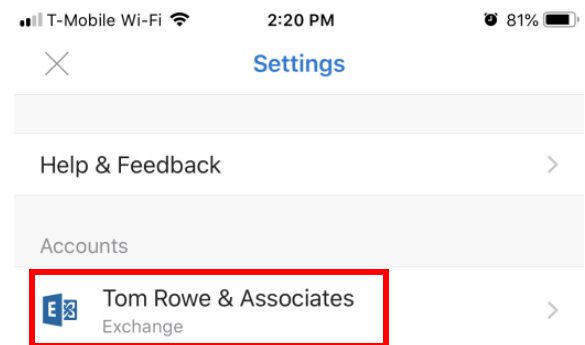


How to Remove an Email Account:

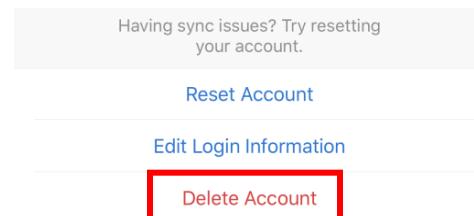
To remove your account open the “Outlook” app, then click the “Settings” icon (shaped like a gear)::



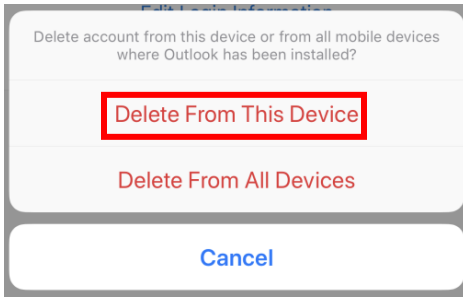
Click on the account you want to delete:



Click “Delete Account”:



Click “Delete from This Device”:



Exit settings: