

Exchange Mailbox Setup Instructions for:

iPhone

(in Outlook App)

Open "Outlook" app:



Enter email address, then click "Add Account":

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	Add Account	?
Enter y	our work or personal emai	Ι.
gary@tom	nrowe.com	
	Add Account	
	Privacy & Cookies	
lick "Exchang	ge"	
💵 T-Mobile Wi-Fi 🗢	2:12 PM	Ö 83% 🔳)
\langle	Add Account	
Selec	ct your email provider:	



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

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<		Not Exchange (?)
	Exchan	ge
Email Address		
gary@tomrowe.com		
Password		
••••		
Description		
Tom Rowe & Associ	ates	
Use Advanced Setti	ngs	\bigcirc
	Sign In	

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

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\langle		Not Exchange 🕐
	Exchar	nge
Email Address		
gary@tomrowe.com		
Password		
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Tom Rowe & Associa	ates	
Server		
mail.elshosted.com		
Domain (e.g. domair		
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gary@tomrowe.com		
Lise Advanced Setti	nas	
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ick "Maybe Later'	' :	
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	*	
another acco	unt?	
Maybe Later	Let's Do It!	

If prompted, click "Skip":

	Focused Inbox	
	Find the email you need to act on right here.	
Skip	• • •	\rightarrow

Click "Turn On":

Enable No	tifications
Outlook uses notifi	ications as a way to
make sure your inb	tox is always up-to-
date. Disabling then	m might delay email
delive	very.
No Thanks	Turn On

Click "Allow":

"Outlook" Wou	Ild Like to Send
You Noti	fications
Notifications ma	ay include alerts,
sounds, and icon b	badges. These can
be configure	d in Settings.
Don't Allow	Allow

How to Remove an Email Account:

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

	Exchange Tom Rowe & Associates	
	Inbox	
•	Ē ∕/ Drafts	
	Sent Items	
	Deleted Items	
	Ø Spam	
	Folders	
	RSS Feeds	
	Sent Sent	
	Sync Issues	
	Conflicts	
	Local Failures	
?	Server Failures	
$\langle \hat{Q} \rangle$	Trash	
Click on	the account you want to d	elete:
••II T-Mobile	e Wi-Fi 🗢 2:20 PM	ی 81%
\times	Settings	
Help &	Feedback	>
Accoun	ts	
E	om Rowe & Associates	>
Click "De	elete Account":	
	Having sync issues? Try resetting	
	your account.	
	Reset Account	
	Edit Login Information	

Delete Account

Click "Delete from This Device":

E alit La avia la favas atian
Delete account from this device or from all mobile devices where Outlook has been installed?
Delete From This Device
Delete From All Devices
Cancel

Exit settings: