



# PennGlobal

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# SET UP Email FOR IOS

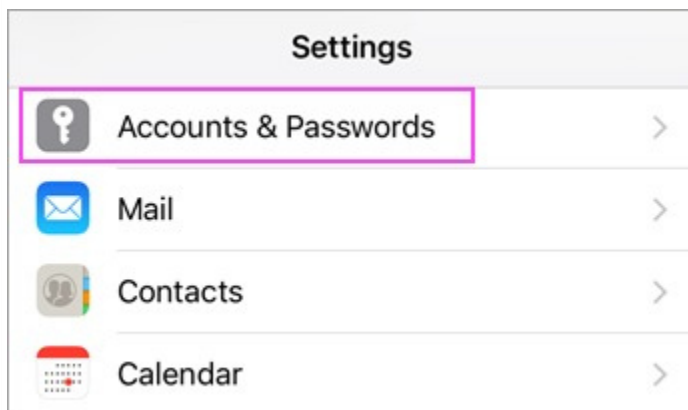
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# Set up email using the iOS Mail app

Set up an Office 365, Exchange email in the iOS Mail app

1

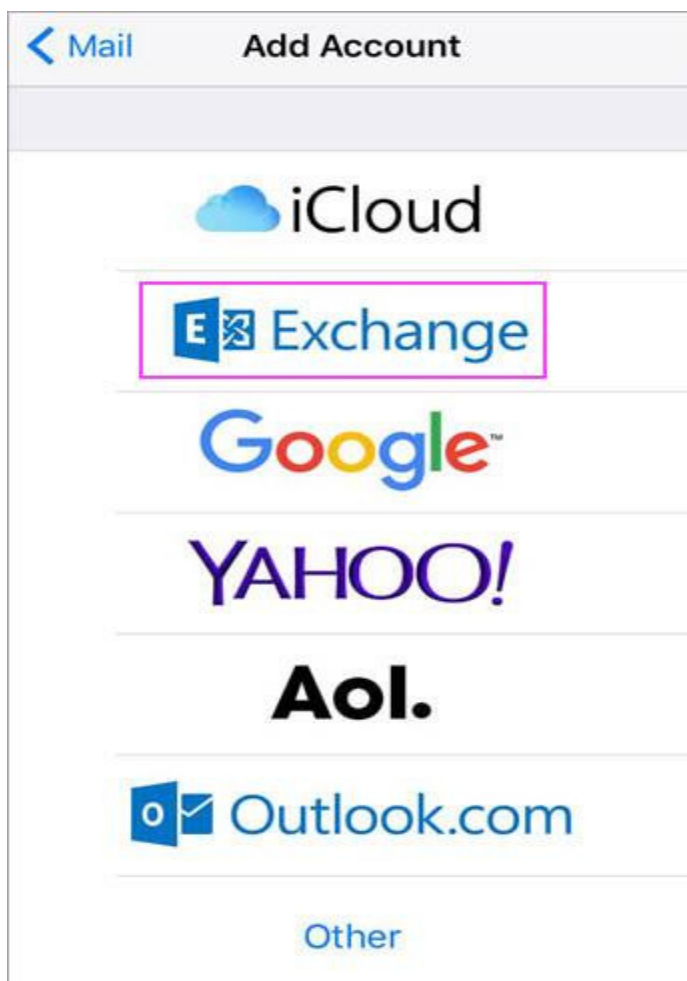
Go to your iPhone or iPad's **Settings** > scroll down and tap **Accounts & Passwords** > **Add Account**.





2

Select **Exchange**.



3

Enter your Office 365, Exchange, or Outlook.com email address and a description of your account. Tap **Next**.

<a href="#">Cancel</a>	<b>Exchange</b>	<a href="#">Next</a>
Email	TRoussel@contoso.com	
Description	Exchange	

Tap **Sign In**.

**Sign in to your  
"contoso\_team.onmicrosoft.com" Exchange  
account using Microsoft?**

Your email address will be sent to Microsoft to discover your Exchange account information.

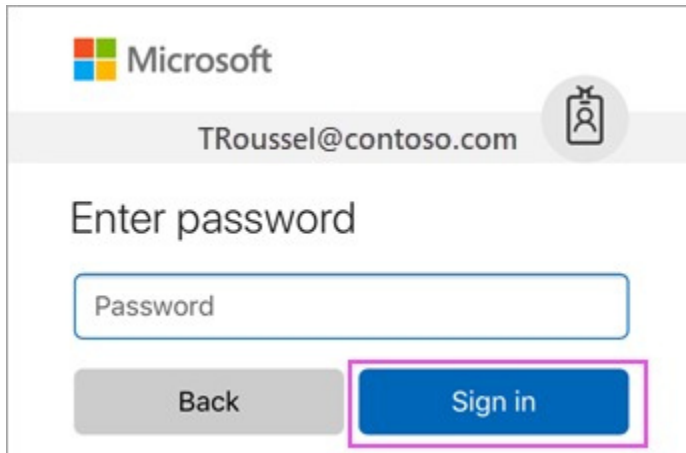
[Configure Manually](#)

[Sign In](#)

**Note:** Tap **Configure manually** if you need to enter [server settings](#).

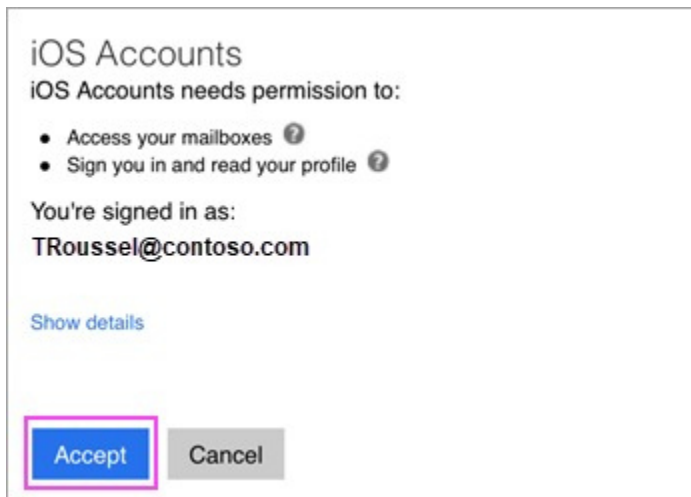
4

Enter the password associated with your email account. Tap **Sign in** or **Next**.



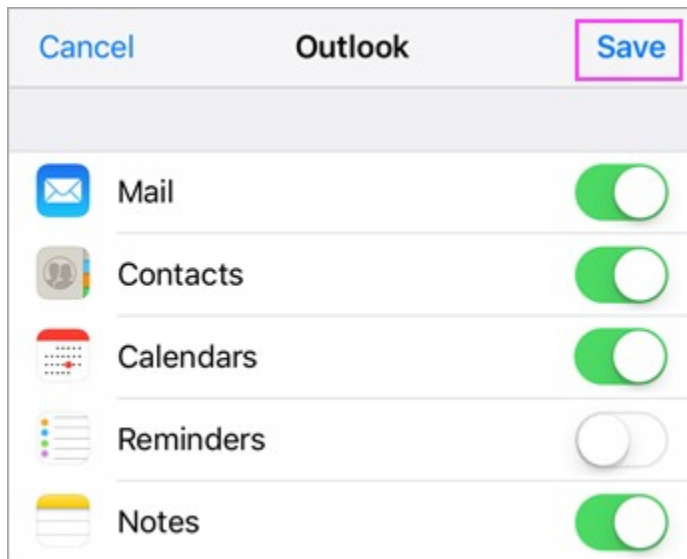
5

The Mail app may request certain permissions. Tap **Accept**.



6

Choose the services you want to sync with your iOS device and tap **Save**. You're done!



- 
- support.
  - For all other accounts, contact [Microsoft support](#).
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