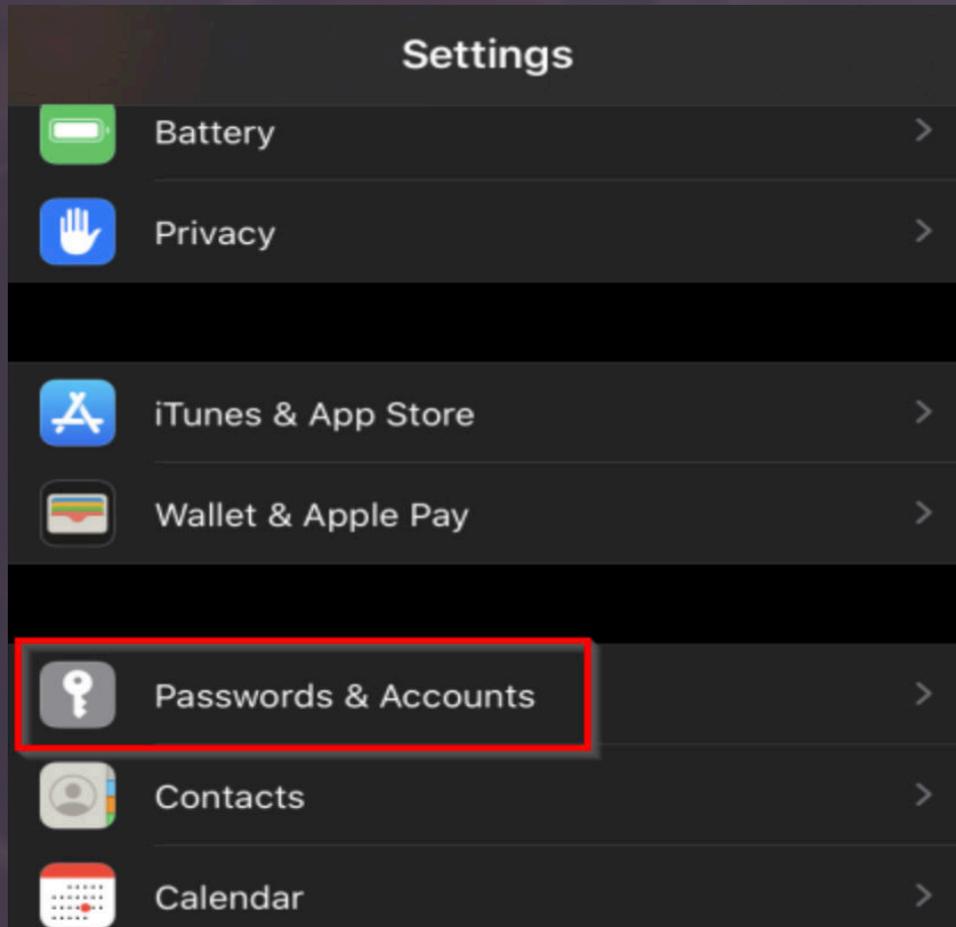


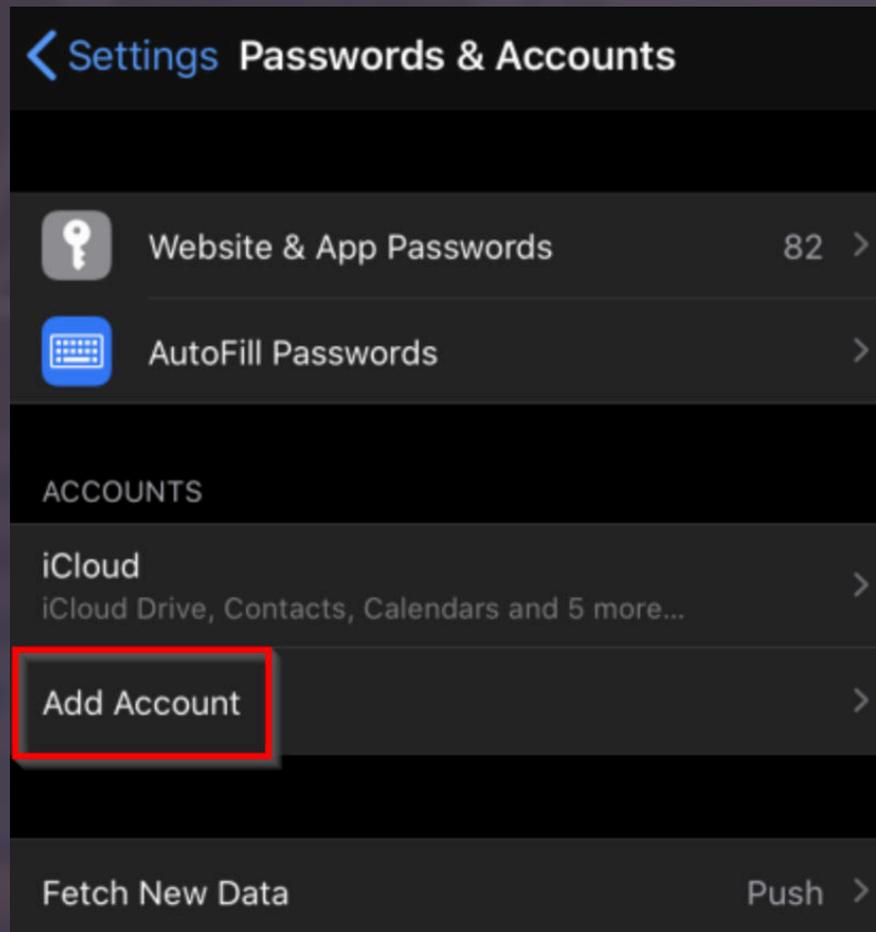
# ADDING 365 EMAILS TO iPHONES



**SYSTEMAGIC**  
DOING IT DIFFERENTLY

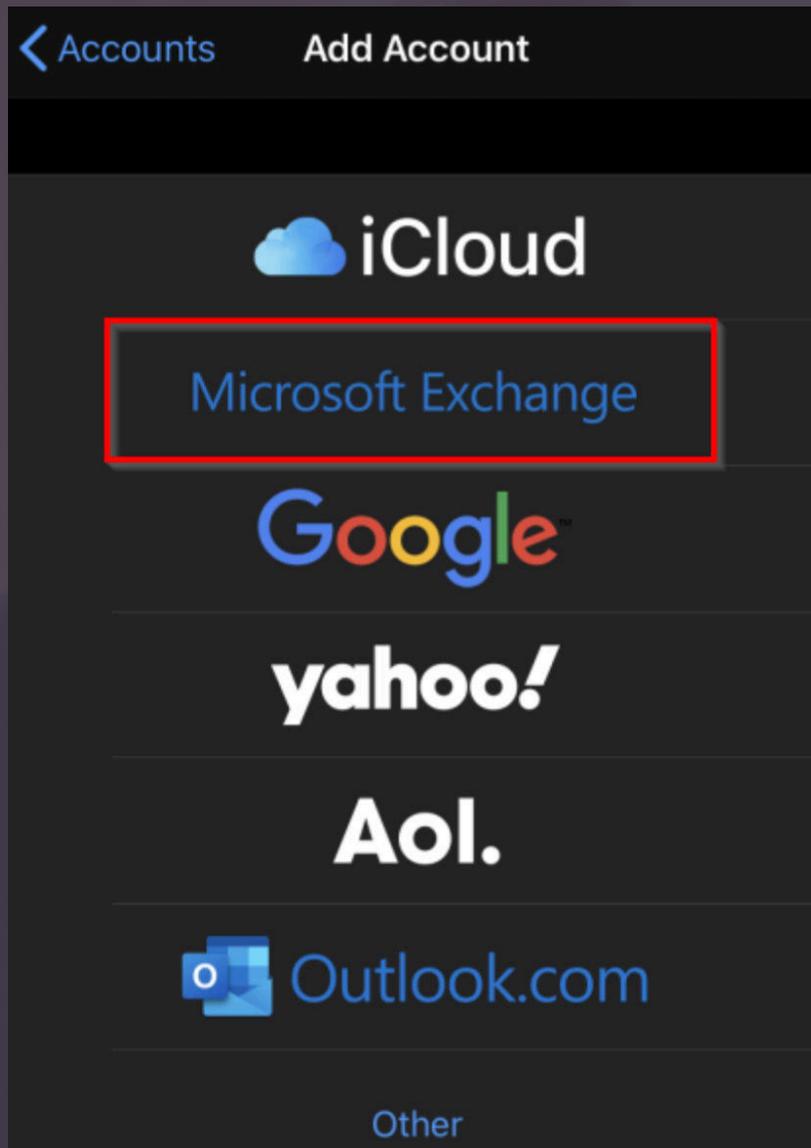


Open the phone settings, then open Passwords & Accounts



If you already have an account you want to remove and re-add, it will show up under the 'Accounts' section. To remove it, click into the email account, then scroll down and choose to remove it.

To add your account, choose 'Add Account'



A new menu will appear with a few mail providers, as we are adding a 365 account we will need to choose 'Microsoft Exchange'

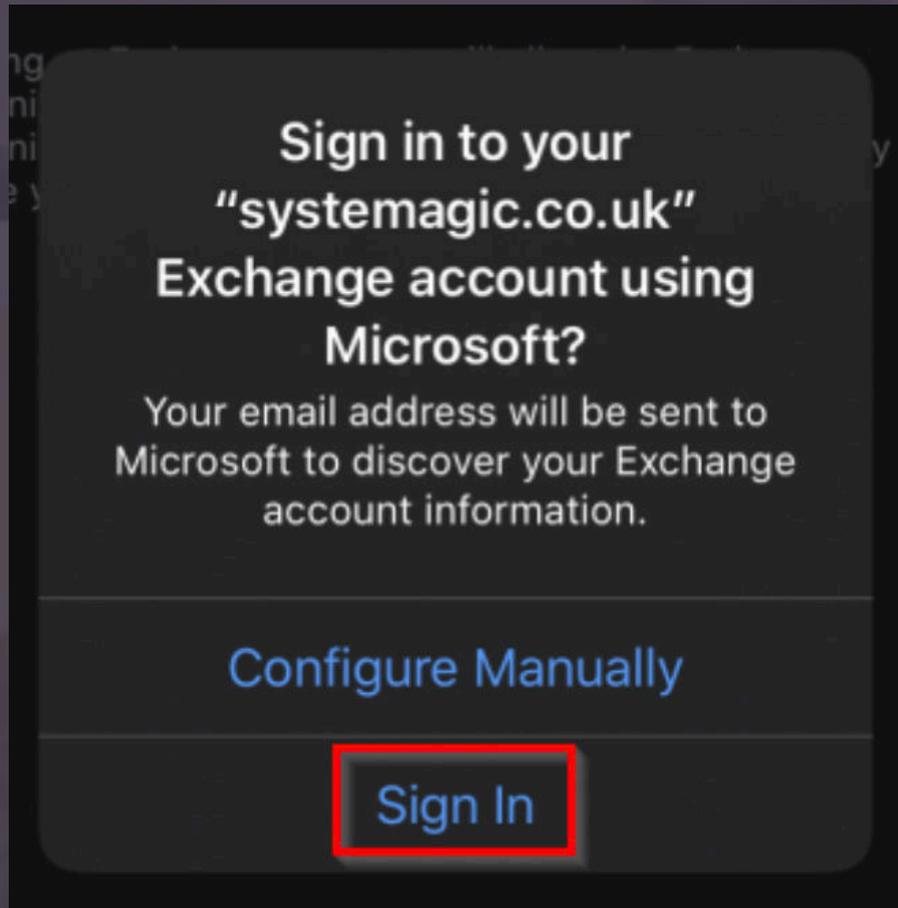
Cancel	Exchange	Next
Email	email@example.com	
Description	My Exchange Account	

You'll then be prompted to enter your email address and description.

For example:

Adam@systemagic.co.uk

Systemagic Email



Once you click next, you'll be prompted to configure manually or sign in. Choose 'Sign In'

9:20 9:20 9:20

Cancel  login.microsoftonline.c  

 Microsoft

← adam@systemagic.co.uk

## Enter password

Password

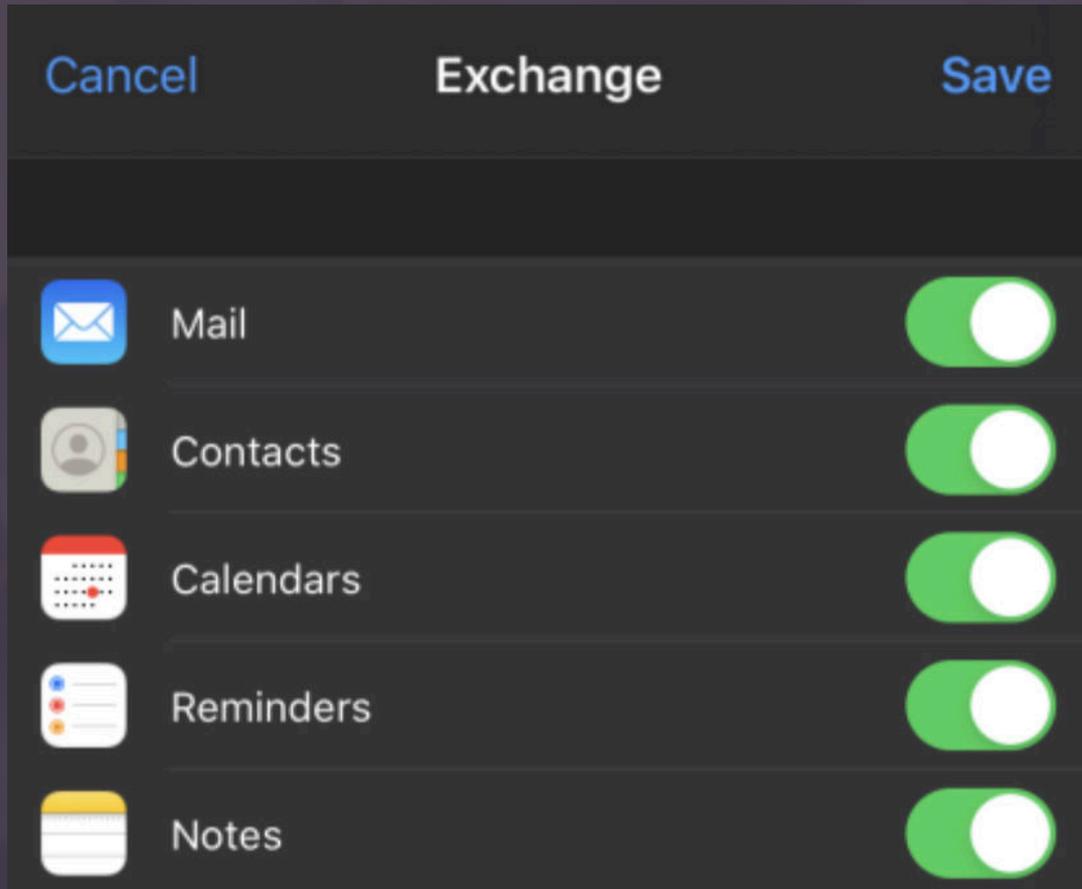
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[Forgotten my password](#)

[Sign in with another account](#)

[Sign in](#)

A new window will appear, you should only have to enter your password here. Be sure to check your email address is also correct.



Once the log in is complete, you should see some options to choose what you want to sync to your phone. You can leave all of these ticked.

That's your 365 account setup on your iPhone.

You can now open the Mail app and you should see your 365 account.



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