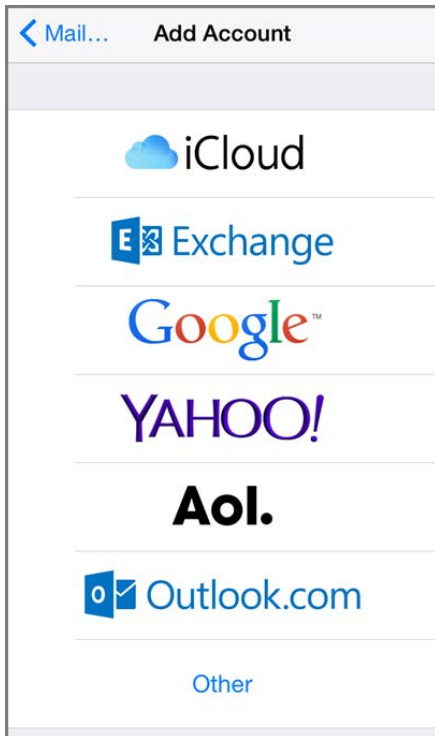


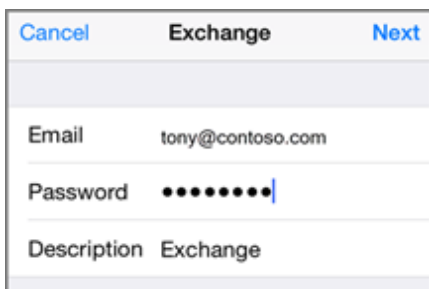


Set up work email account / Office 365 / iOS Devices

1. Tap **Settings** > **Mail, Contacts, Calendars** > **Accounts** > **Add account** > **Email**.
2. In the **Add Account** page, tap **Exchange**.



3. Enter your full email address, for example `tony@contoso.com`, and your password, and then tap **Next**.



4. By default, **Mail**, **Contacts**, and **Calendar** information are synchronized. Tap **Save**.
5. If you're prompted to create a passcode, tap **Continue** and type a numeric passcode. If you're prompted and don't set up a passcode, you can't view this account on your device. You can also set up a passcode later in your settings.

Not working? Make sure you entered your email and password correctly and try again.

If you require assistance please contact our Service Desk via email at sd@communicateplc.com