

Here's how to set up your email using your iPhone, iPad, or iPod.

1. Go to Settings > Accounts & Passwords and tap Add Account.

\*If you're using iOS 10.3.3 or earlier, go to Settings > Mail > Accounts and tap Add Accounts.

2. Tap Exchange.

3. Enter your email address and password.

4. Tap Next and wait for Mail to verify your account.

5. Choose information from your email account, like Contacts or Calendars, that you want to see on your device.

6. Tap save.

## Outlook app on iOS

1. On your mobile device, go to the App Store and download the Microsoft Outlook app.

2. Open the app after it is installed.

3. Tap **Get Started**.

4. Choose whether or not you would like Outlook to send you notifications.

5. If you chose to get notified, a popup displays saying Outlook would like to send you notifications. Tap **OK**.

6. When prompted to add an email account, tap **Office 365**.

7. Enter your @infaith.org email address and password and tap **Sign In**.

8. You have the option to add another account. Tap **Maybe Later** to proceed to your Office 365 email in Outlook.

9. A few screens of help text are presented, which you can read or skip. Your Office 365 Inbox then displays.