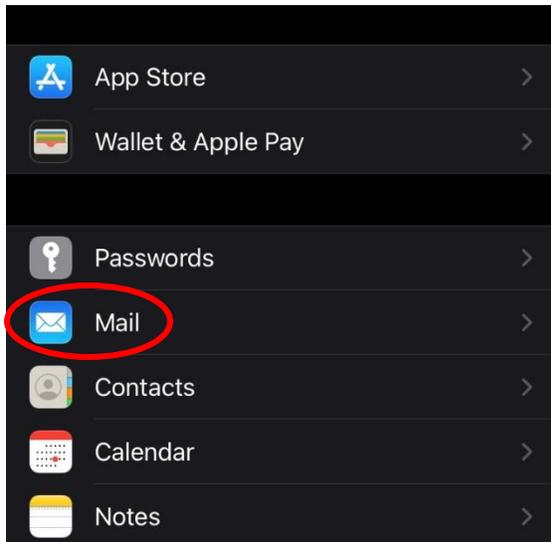
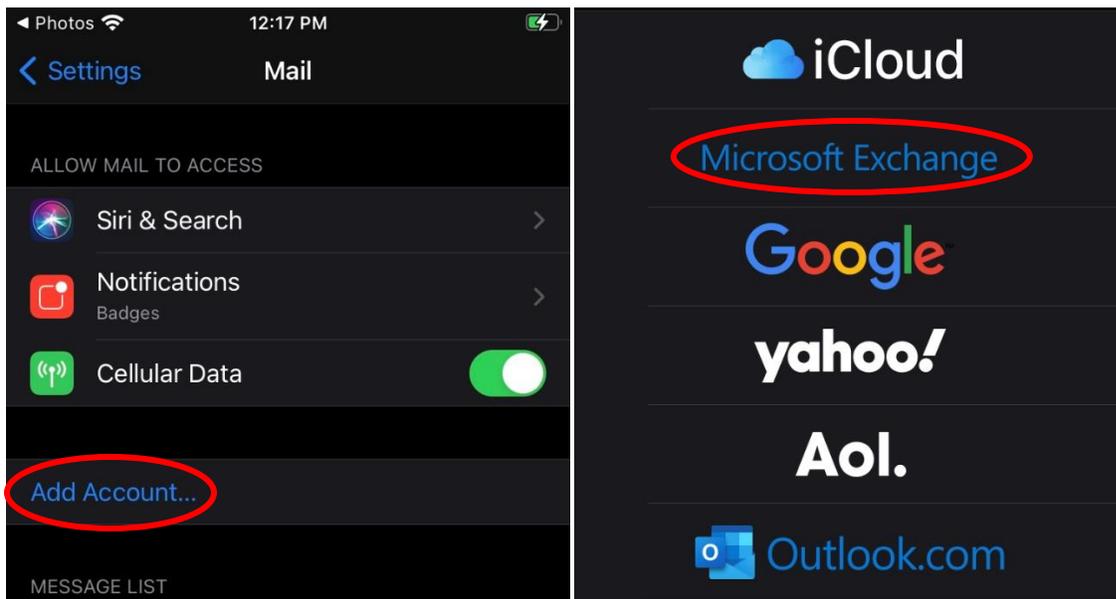


## Email Setup on iPhone and iPad

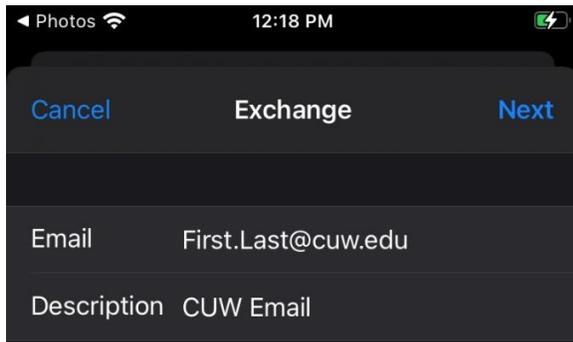
1. Go to **Settings** and select **Mail** and then **Accounts**.



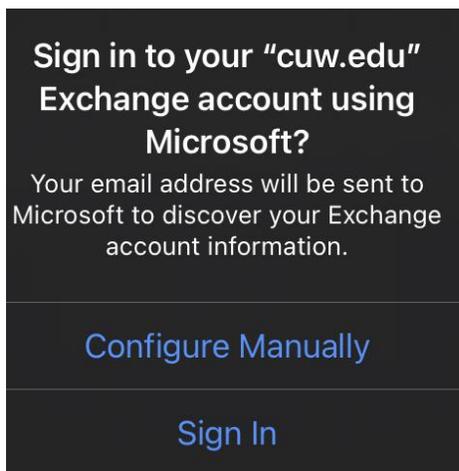
2. Click on **Add Account** then select **Microsoft Exchange**.



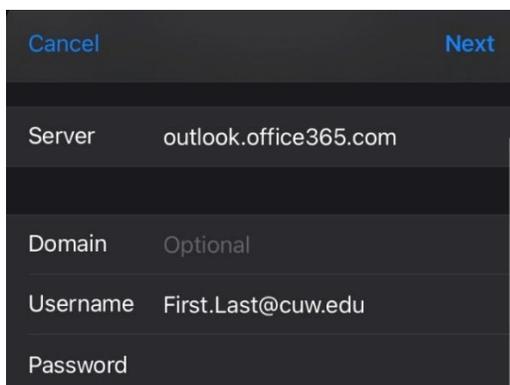
3. Enter your **Concordia email**. You can also add a description if you would like. Click **Next**.



4. Select **Sign In**. If it does not automatically sign you in, go back to this page and select **Configure manually**.



5. Enter your email under **Username** and your **Portal** password for the **Password** field. Then enter **outlook.office365.com** in the **Server** field. Leave the **Domain** field blank. Select **Next**.



6. Select the apps you would like to sync with your email and select **Save**.

Cancel

Exchange

Save

-  Mail
-  Contacts
-  Calendars
-  Reminders
-  Notes