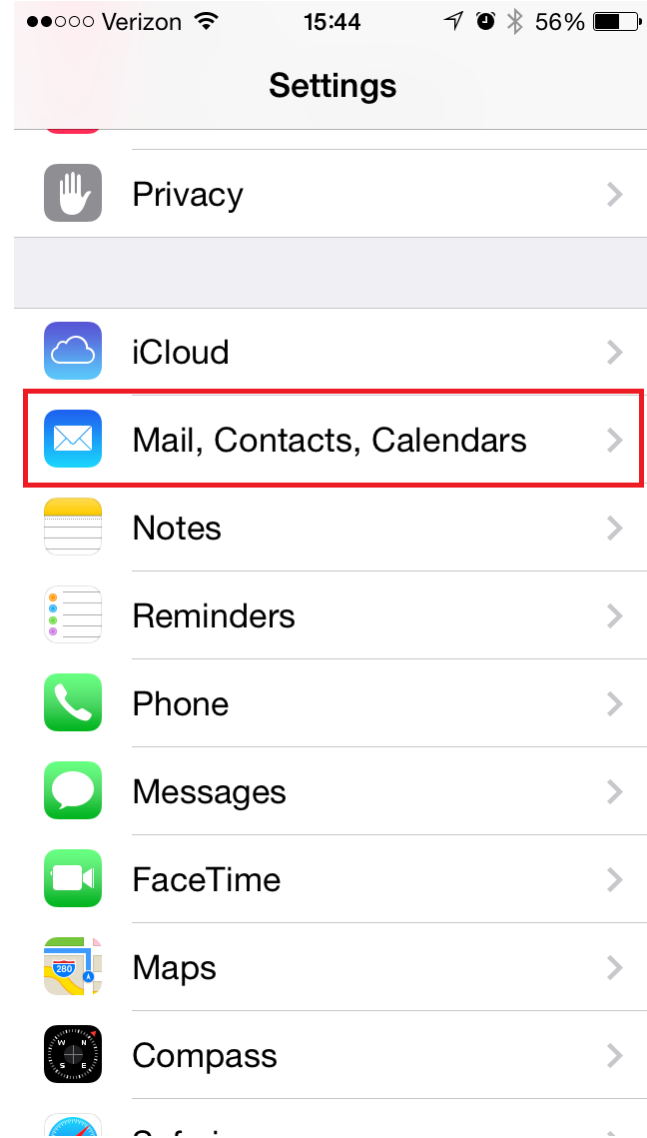


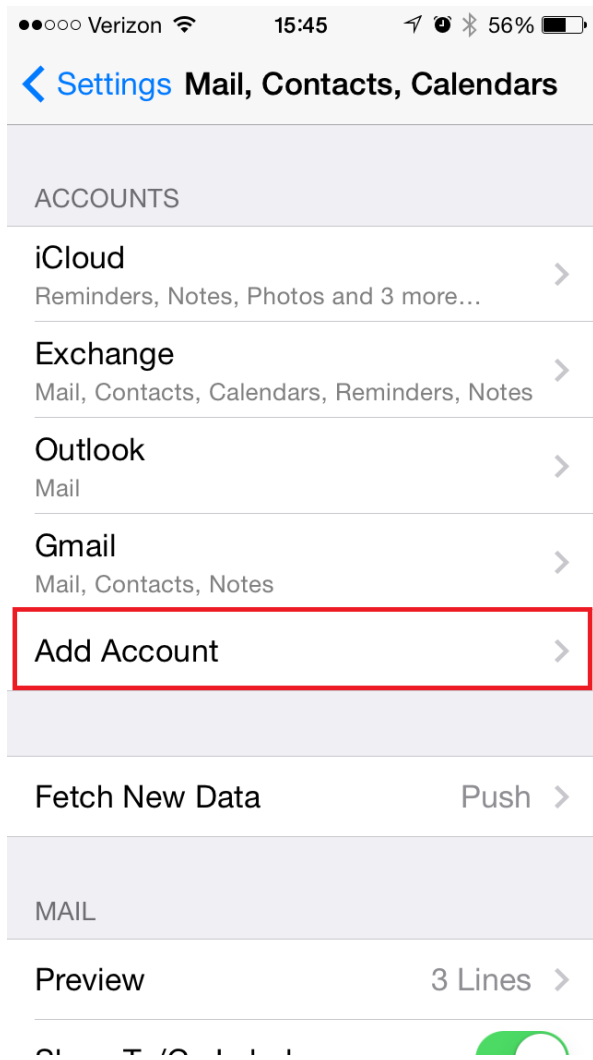
1. Click on Settings Icon.



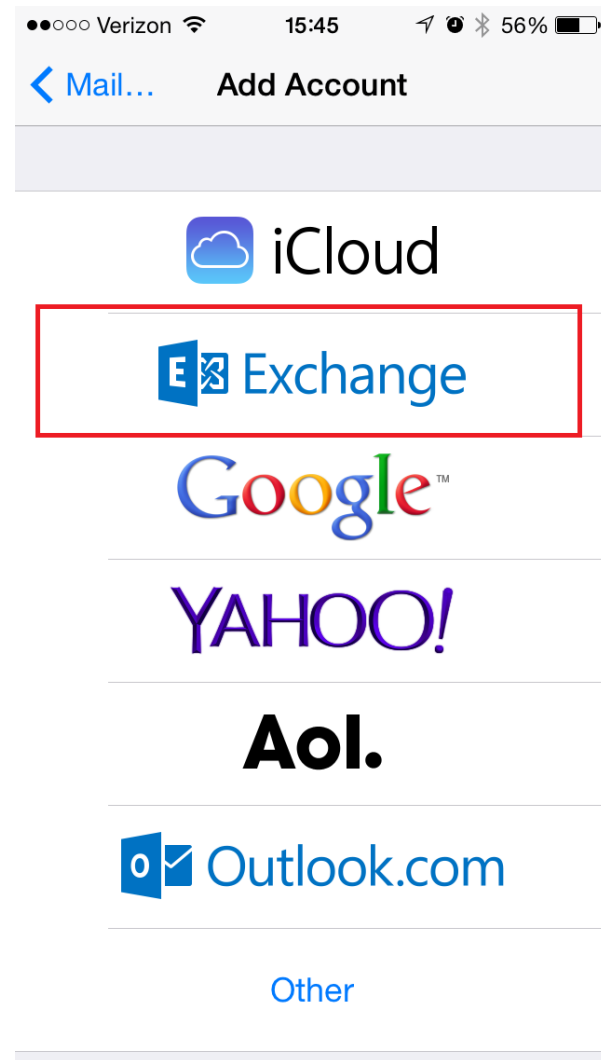
2. Click on Mail, Contacts, Calendars.



3. Click on Add Account



4. Click on Exchange.



5. Enter your email address and password and click Next.

Cancel Exchange **Next**

Email its.tech@elmoreco.com

Password ●●●●●●●●

Description its.tech@elmoreco.com

Some people will get an additional window and they will need to populate these 2 fields also:

SERVER: outlook.office365.com

USERNAME: fname.lname@elmoreco.com

Q W E R T Y U I O P

A S D F G H J K L

↑ Z X C V B N M ↵

.?123 space return

6. Enable Mail, Contacts, Calendars, Reminders, and Notes and click Save.

Cancel Exchange **Save**

Mail

Contacts

Calendars

Reminders

Notes

Mail Days to Sync No Limit >

Many choices in this area– you pick – but No limit mirrors what is in your mailbox on the computer.