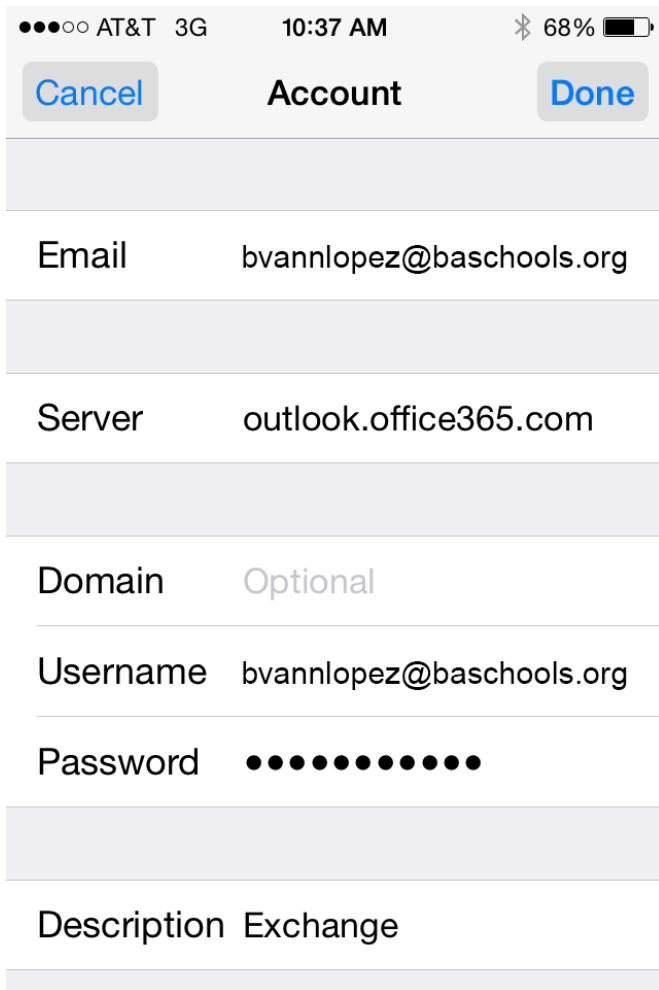


1. To add an Exchange account to your iPhone or iPod touch, tap **Settings**, then **Mail, Contacts, Calendars**, then **Add Account**, then **Microsoft Exchange**. Note, you can configure only one Exchange account per device...
2. On the next screen, enter your complete email address, domain, username, password, and a description (which may be anything you like).



Cancel Account Done

Email bvannlopez@baschools.org

Server outlook.office365.com

Domain Optional

Username bvannlopez@baschools.org

Password ●●●●●●●●●●

Description Exchange

3. Your iPhone (or iPod touch) will now try to locate your Exchange server using Microsoft's Autodiscovery service. If the server cannot be located, please enter your front-end Exchange server's complete address in the **Server** field. Contact your Exchange server administrator if you are unsure of the address.

Server field: **Outlook.Office365.com**

Your iPhone or iPod touch will try to create a secure (SSL) connection to your Exchange server. Make sure the SSL slider control is set to 'ON'.

4. Choose which type(s) of data you would like to synchronize: Mail, Contacts, and Calendars. Note that by default, only 3 days' worth of email is synchronized. To synchronize more, go into Settings, then Mail, Contacts, Calendars, select your Exchange account, and tap on Mail days to sync. **Existing contacts may be overwritten**