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).

   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.