

iPhone - iOS Client

Adding a 365 mailbox to your phone

iPhone

Go to your device's **Settings**, scroll down and tap **Mail > Accounts >Add Account**.

Device Settings > Accounts & Passwords

Tap "Add Account"

Select **Exchange**.

Choose Exchange

Enter your Microsoft 365 email address, password, and a description of your account. Tap **Next**.

Exchange Sign In

The Mail app may request certain permissions such as accessing your calendar and contacts. To agree, tap **Yes**.

Then choose the apps you want your email account to sync with your iOS device and tap **Save**.

Now you're all set to go!

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