

SET-UP MICROSOFT 365, EXCHANGE, OR OUTLOOK EMAIL IN IOS MAIL APP

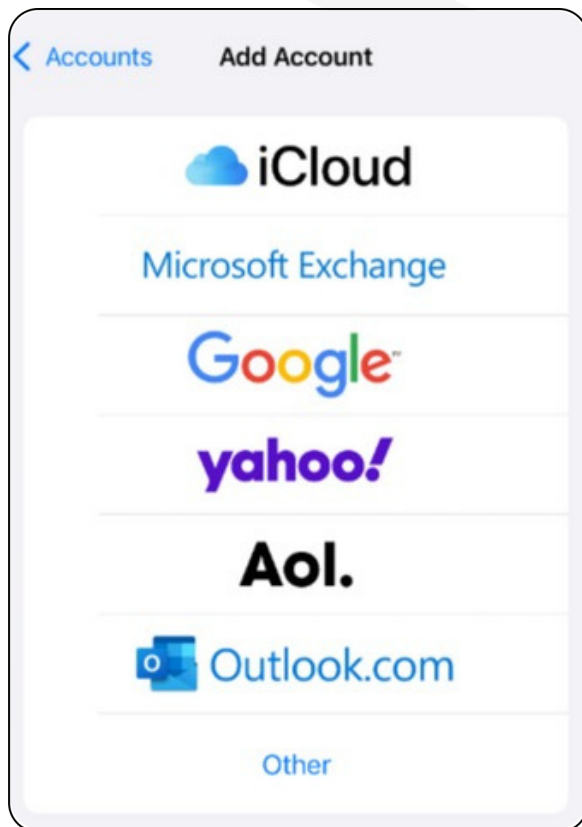
This guide is compatible for the latest iOS version for Apple iPhones and iPads.

1. Go to your iPhone or iPad's settings

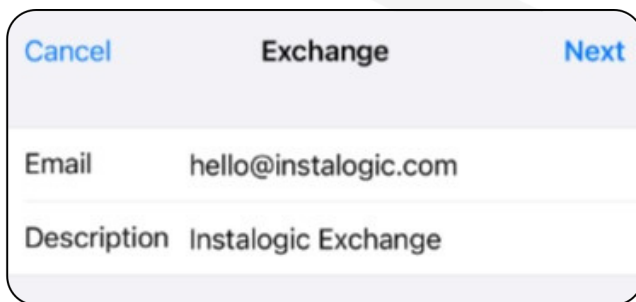
Scroll down and click Apps > Mail > Mail Accounts > Add Account



2. Select Microsoft Exchange



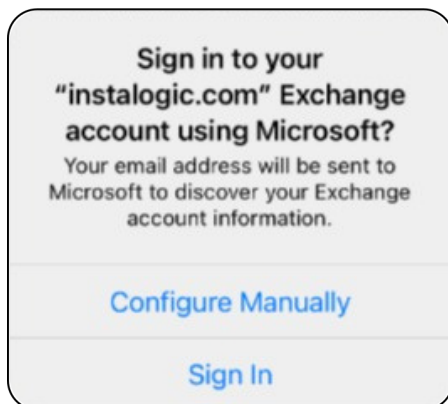
3. Enter your Microsoft 365, Exchange, or Outlook email address and a description of your account. Then click 'Next'



A screenshot of a web form for adding an Exchange account. The form has a light purple header bar with three buttons: "Cancel" (blue text), "Exchange" (black text), and "Next" (blue text). Below the header, there are two input fields. The first is labeled "Email" and contains the text "hello@instalogic.com". The second is labeled "Description" and contains the text "Instalogic Exchange".

4. Click 'Sign-In'

*Note: If you need to enter server settings, click '**Configure manually**'*



A screenshot of a dialog box titled "Sign in to your 'instalogic.com' Exchange account using Microsoft?". The text inside says: "Your email address will be sent to Microsoft to discover your Exchange account information." At the bottom, there are two buttons: "Configure Manually" (blue text) and "Sign In" (blue text).

4. Enter your account password and click 'Sign-In'

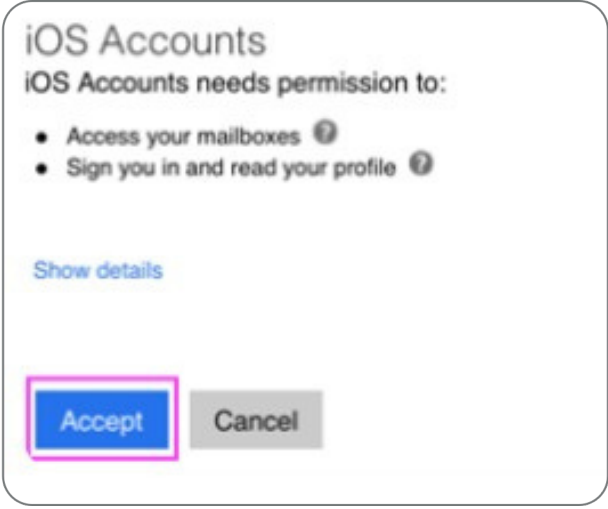


Enter password

Password

Back Sign in

After sign-in, the Mail app may request certain permissions. Tap 'Accept'



iOS Accounts

iOS Accounts needs permission to:

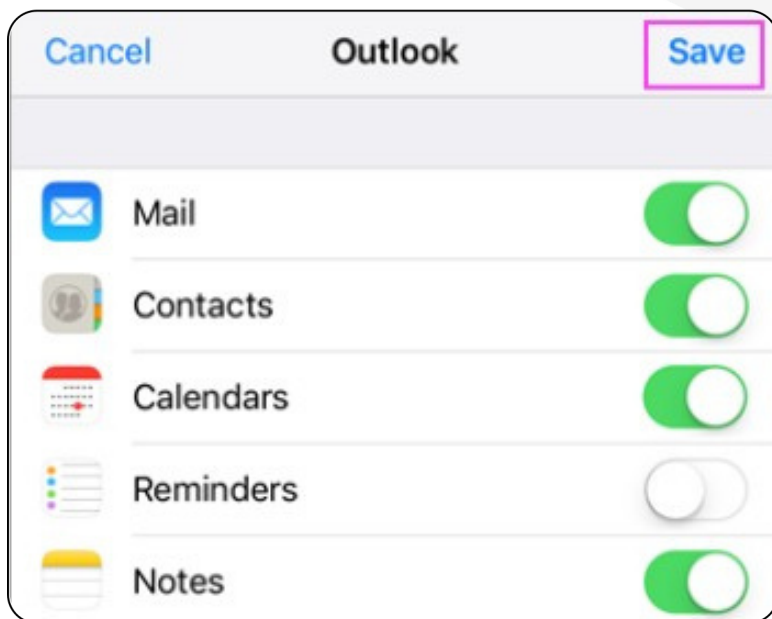
- Access your mailboxes ⓘ
- Sign you in and read your profile ⓘ

Show details

Accept Cancel

5. Select the apps you would like to sync with your iOS device and click “Save”. You’re all set!

You may now view your inbox in the Mail app



For any questions or further assistance, email us support@instalogic.com