

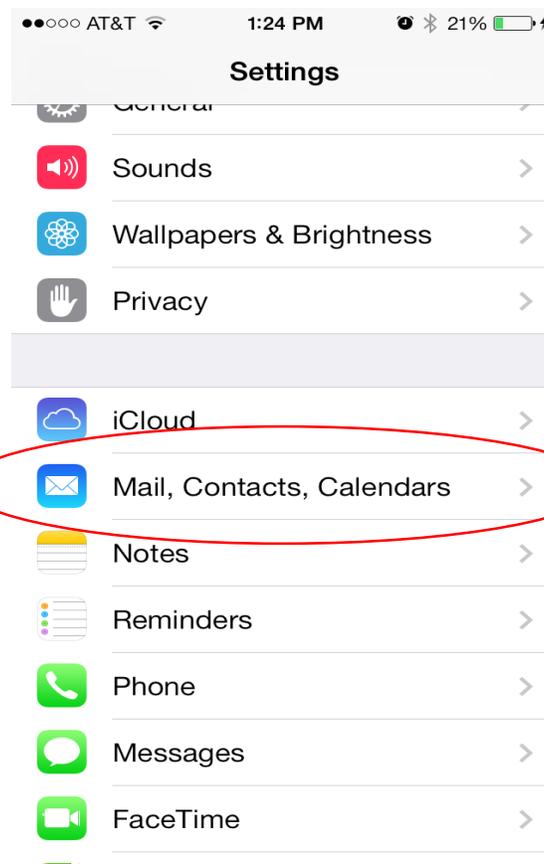
# Microsoft® Office 365

## iPhone & iPads

**Step 1:** Click on settings on you home screen.



**Step 2:** Click on Mail, Contacts, Calendar

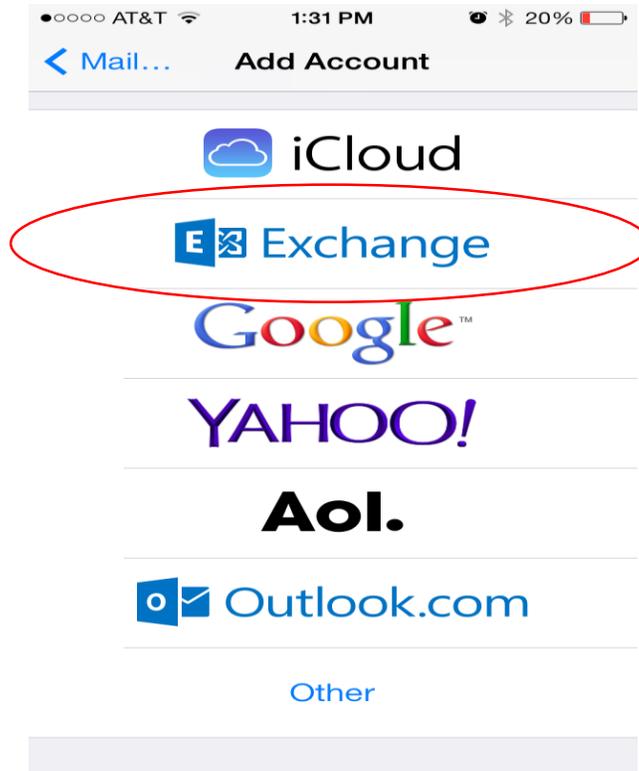


**Step 2:** Click Add Account midway down of you screen.

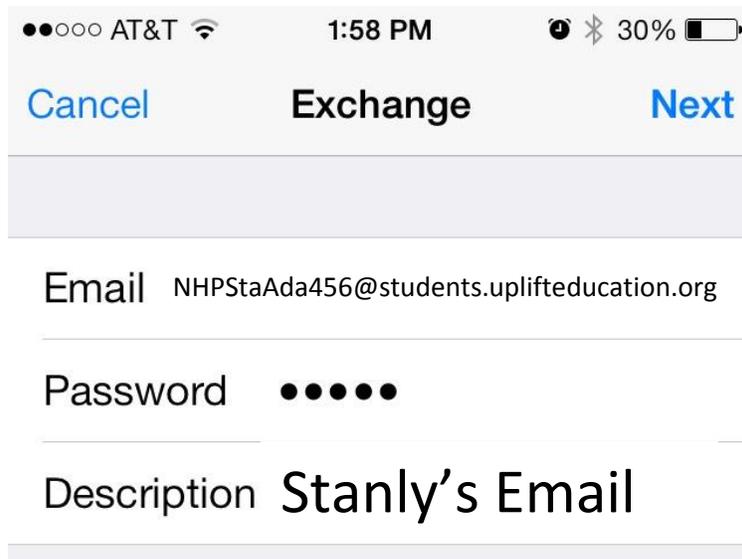
# Add Account



**Step 3:** Click on Exchange



**Step 4:** Enter in your **email address** and **domain password**. For the description you can name it whatever you wish.



**Step 5:** Enter you email address. Enter **smtp.office365.com** for the **server**. Enter **uplifteducation** for the **domain**. The description can be named whatever you wish.

●●○○ AT&T 1:35 PM 18%

Cancel Next

Email NHPStaAda456@students.uplifteducation.org

Server smtp.office365.com

Domain uplifteducation

Username NHPStaAdm456@students.uplifteducation.org

Password ●●●●●●

**Step 6:** If you entered everything correctly you will get check marks on the right side of the screen which signifying that you have set up your email completely. If you don't get the check marks double check to make sure everything is spelled correctly and that your password is correct.

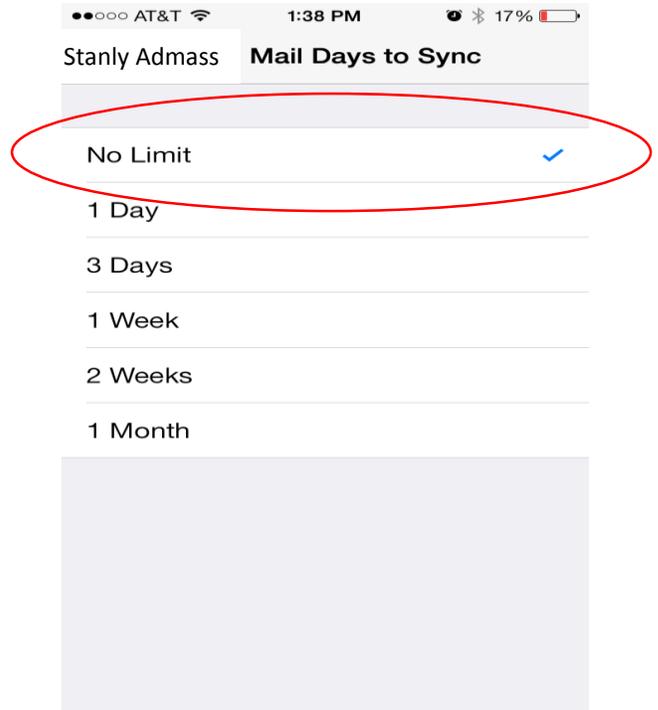
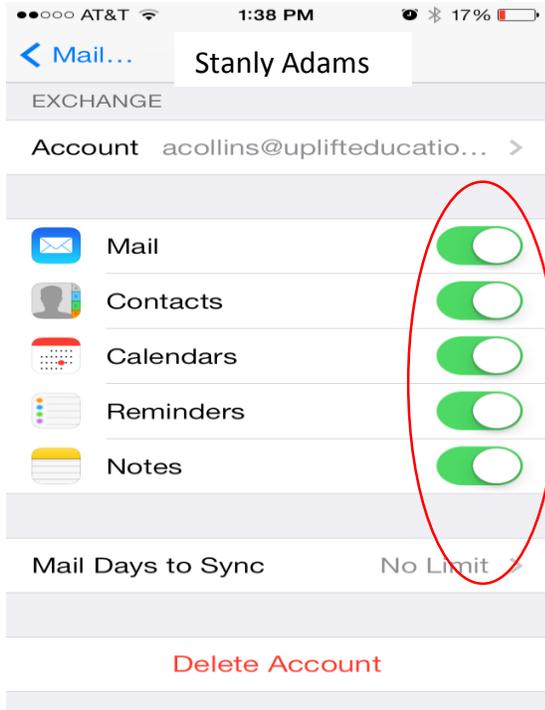
Name Stanly Adams ✓

Email NHPStaAda456@students.uplifteducation.or ✓

Password | ●●●●●●●●●● ✓

Description Stanly's E-Mail ✓

**Step 7:** If you want **mail, contacts in your outlook, calendar, reminders and notes** to all sync up on your phone you must turn them all on by flipping the off switch to **green**. If you want your mail to sync automatically to your phone you must change your **Mail Days to Sync** to **No Limit**.



**Congratulations!!! You are done.**