

Kalamazoo RESA Office 365 Email Setup Guide - iOS Spring 2015

These instructions describe how to first remove and then add your email account to your iOS device

(iPhone & iPad).

To remove an account:

1. Click the Settings Button on the Home screen.
2. Select the Mail, Contacts, and Calendars option.
3. Select your work email account.
4. Press the red Delete Account button.

To add account back:

1. Tap Settings > Mail, Contacts, Calendars > Add Account > Microsoft Exchange.
2. Enter the information in the fields below, then hit Next:
 - a. Email: firstname.lastname@kresa.org
 - b. Password: your password
3. Now enter the following information and touch Next:
 - a. Server: outlook.office365.com
 - b. Domain: Not needed
 - c. Username: your entire email address ie. 'firstname.lastname@kresa.org'
 - d. Description: Name to describe what account this is (i.e. "KRESA Work Email")
4. Choose which content you would like to synchronize: Mail, Contacts, and Calendars. Tap Save when finished.