

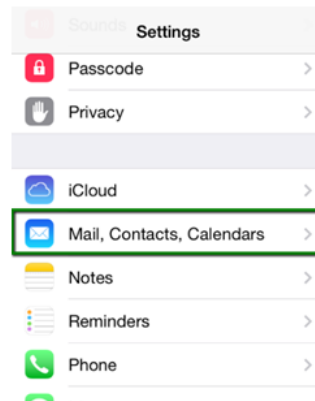
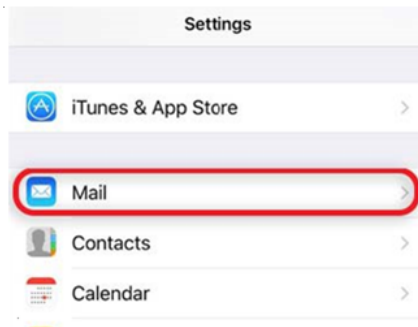
Adding your Exchange Mail Account on your iPhone

1. Tap the settings icon on your home screen

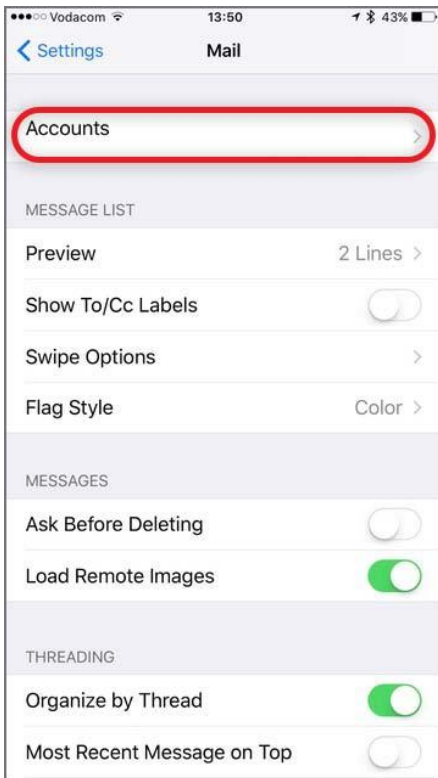


2. What you see on your next screen depends on your phone's Operating System.

Select either "Accounts & Passwords" / "Mail" or "Mail, Contacts, Calendars" as seen in the three separate screenshots below



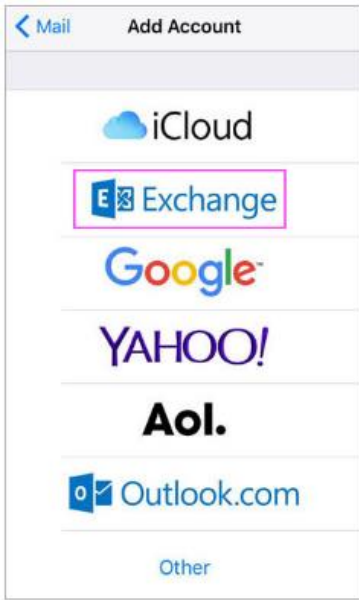
3. Select Accounts



4. Select Add Account...



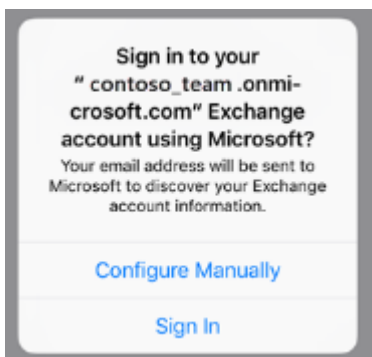
5. Select **Exchange** from the menu



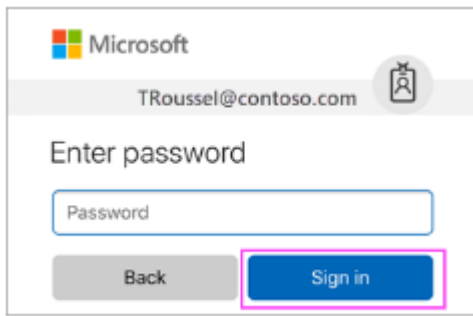
6. Enter your email address as it was sent to you by Visualize IT. The description is just for you to recognize the email account on your phone and can be named anything you prefer. If you're in doubt, make the description "Exchange" and tap "Next"



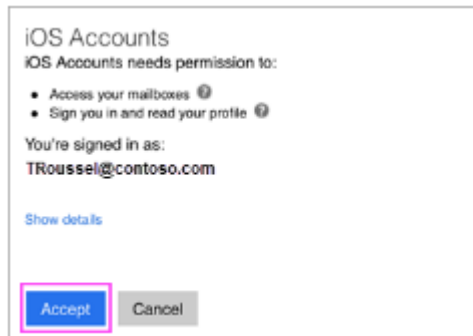
7. Tap "Sign In"



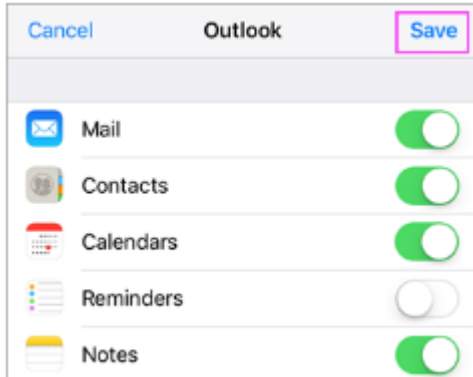
7. Enter the password associated with your email account. Tap **Sign in** or **Next** (Depending on your iOS)



8. The Mail app may request certain permissions. Tap **Accept**



9. Choose the services you want to sync with your iOS device and tap **Save**.



Your mail setup is now complete. You may now open your mail. If this was a pre-existing email account that already contains emails, please wait a few seconds. Your emails will start to download shortly.