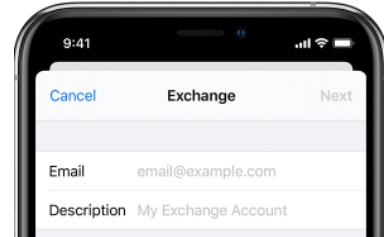


## How to set up Microsoft Outlook Mail, Calendar, Contacts on iPhone and iPad

When you add your Exchange ActiveSync account, you can sync your Mail, Contacts, Calendars, Reminders, and Notes with your iOS device.

1. Tap **Settings > Passwords & Accounts > Add Account > Microsoft Exchange**.
2. Enter your email address, then tap **Next**.
3. Enter an account **Description** (i.e. LTC Email).

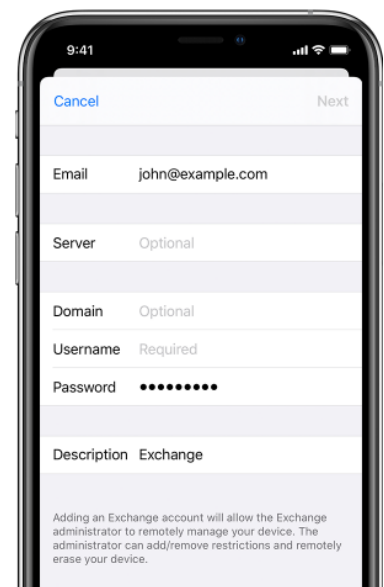


4. Connect to your **Microsoft Exchange Server**.

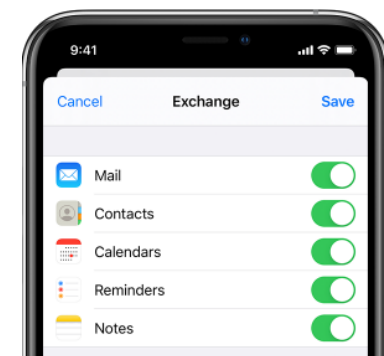
After you enter your email address, choose Sign-In or Configure Manually.

Tap **Sign In** to automatically discover your Exchange account information. If your account uses modern authentication, you'll be guided through a custom authentication workflow.

Tap **Configure Manually** to set up your account with Basic authentication. Enter your email password, then tap Next. You might also be prompted to enter additional server information, which you can get from your Exchange Server administrator.



5. Sync your content. You can sync Mail, Contacts, Calendars, Reminders, and Notes.
6. When you're finished, tap Save.



### Edit your Exchange settings

Tap Settings > Passwords & Accounts, then select your Exchange account. You can also set up automatic out-of-office replies, and change how often you want Mail to sync.