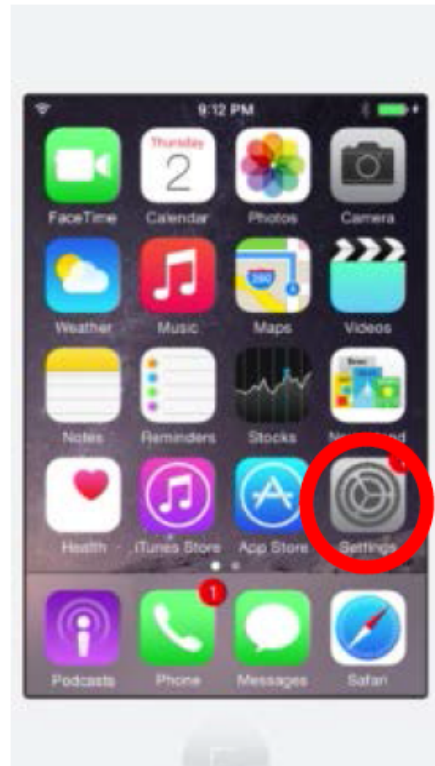
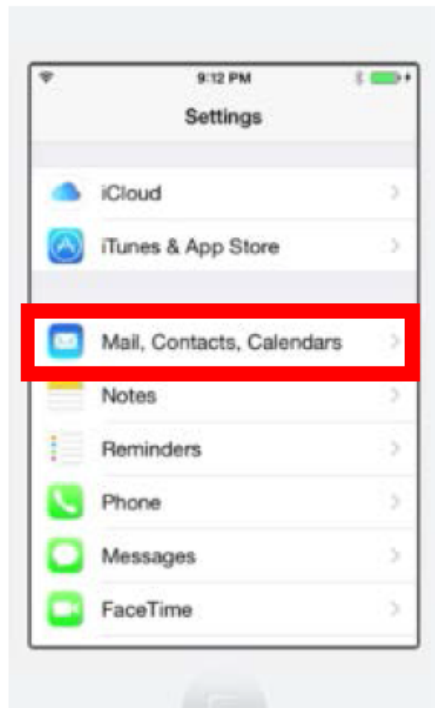


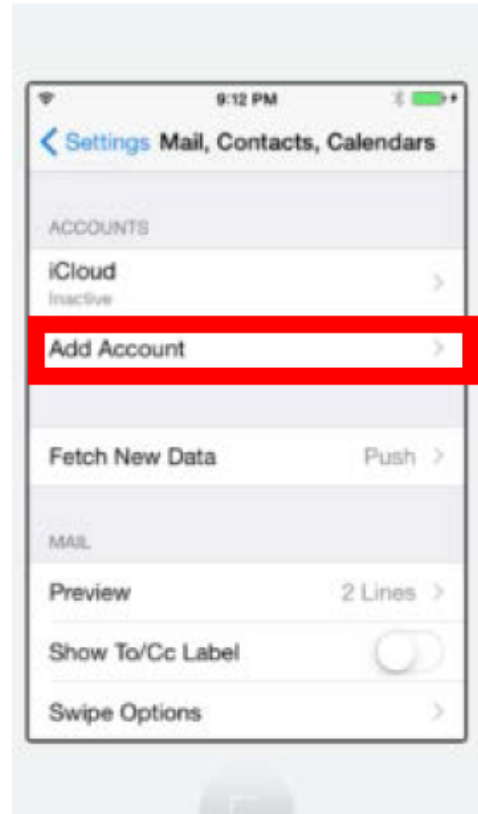
1. To set up your @yale.edu email address on your iPhone with Office 365, tap the Settings icon on the home screen.



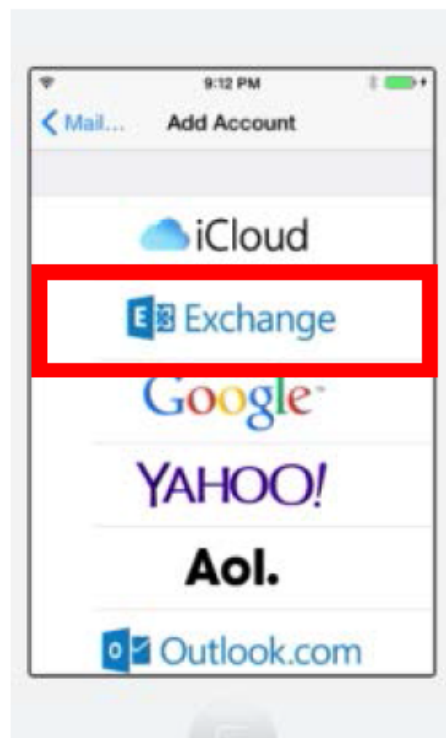
2. Select the tab for **Mail, Contacts and Calendaring**.



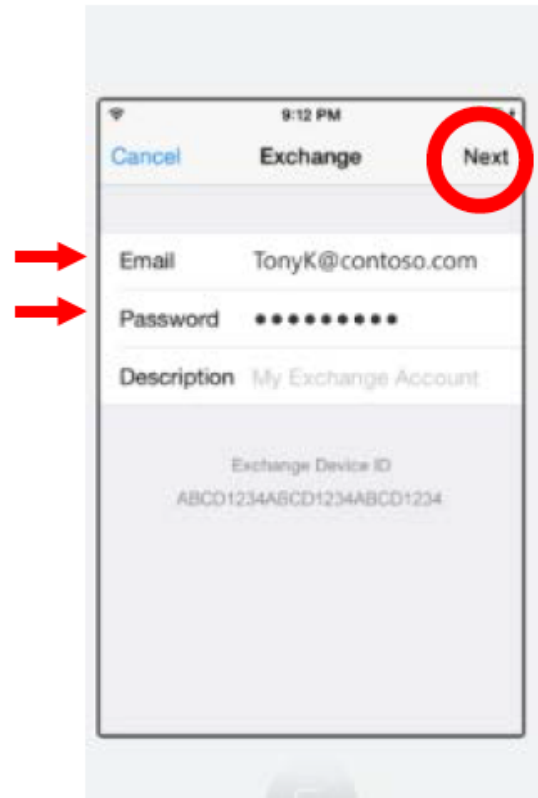
3. Tap **Add Account**.



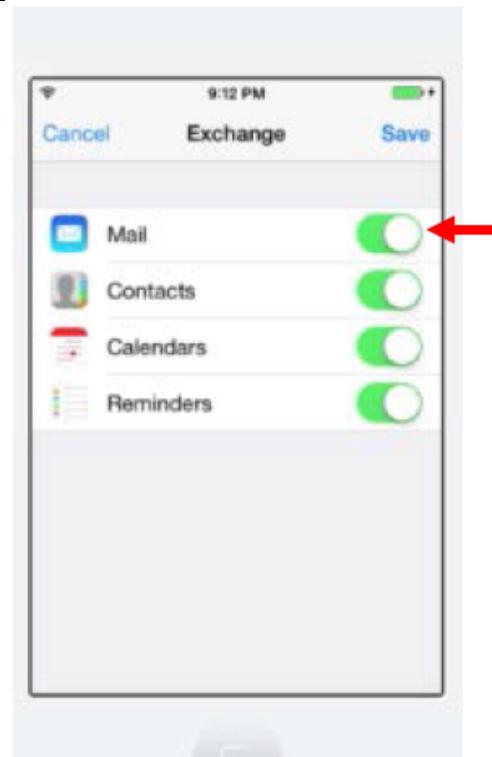
4. Select **Exchange**.



5. Enter your Yale Email address and password, then tap **Next**.



6. Select the items you want to sync by tapping the white circle. If it is green, it will sync. If it is grey, it will not sync. Choosing to sync an item means it will appear on your iPhone or iPad as well as your computer. After you have selected which items you want to sync to your device, click Save.



7. Your “Exchange” email should now appear in the list of mailboxes under Accounts. You can reassure that your O365 mailbox has synced by opening up your mail client and checking to see if mail has downloaded. You have successfully added your O365 mailbox to your iPhone or iPad.

