How to access your Office 365 mailbox on your iOS Device

Objective

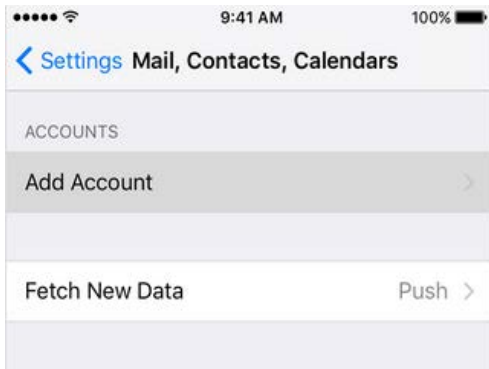This document provides instructions on how to access your Office 365 mailbox on an iOS device.

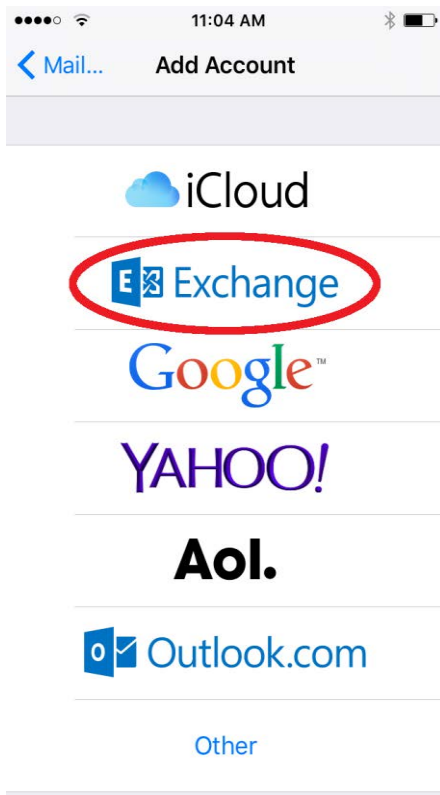1. Go into the **Settings** icon.

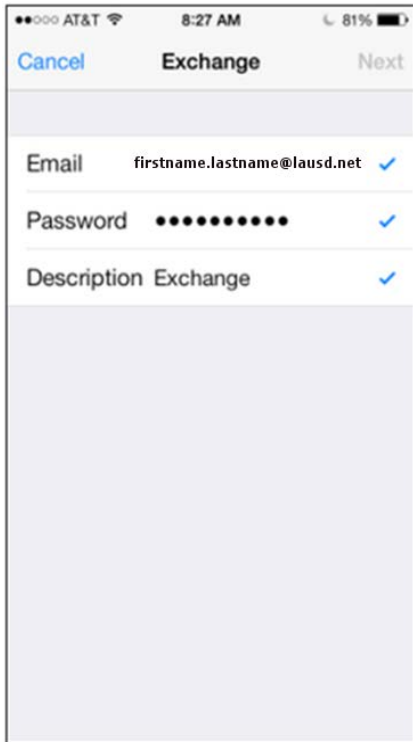2. Select **Mail, Contacts, Calendars**.

3. Select **Add Account**.

4. Select **Preferred Account (Exchange)**.

5. Enter your **Email Address:** (Ex. Firstname.lastname@lausd.net)

6. Enter your **Password**
7. **Description** should be populated.
8. Tap **Next**.
9. By default, **Mail**, **Contacts**, and **Calendar** information are synchronized. Tap **Save.**
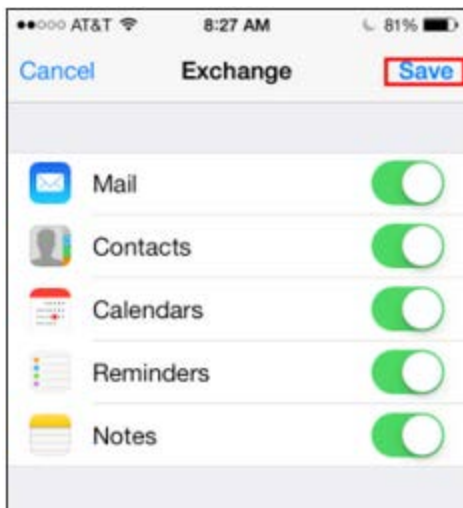
If anything goes wrong with this process or if you need additional help, contact the IT Help Desk at (213) 241-5200.