1. Open the email app and go to “Add New Account”.

2. Enter in your Office 365 credentials and “Sign In”.

3. Under “Select account type”, select “Microsoft Exchange ActiveSync”.

   ![ADD NEW ACCOUNT](image)

   ![Select account type](image)
4. When prompted with, select “OK”.

5. Under “Manual Setup”, select “Next”. The default selections are preferred. If desired, they can be changed.

7. Give this account a name (Optional). After entering an account name, select “Done”.

8. You now have access to Microsoft Exchange emails.