1. Open Settings -> Select Email. If there is no email menu, go to “Add Account” then Email.

2. Click on the Plus Sign to add a new email account -> Select “Others”.

3. Enter your office 365 credentials -> email address and password. -> Select Next.


5. When prompted select “OK”.

6. Under account options select “Next”. The default selections are preferred. If desired, they can be changed.

7. Activate device administrator? -> Select “Activate”.

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

9. You can now access Microsoft Exchange emails.