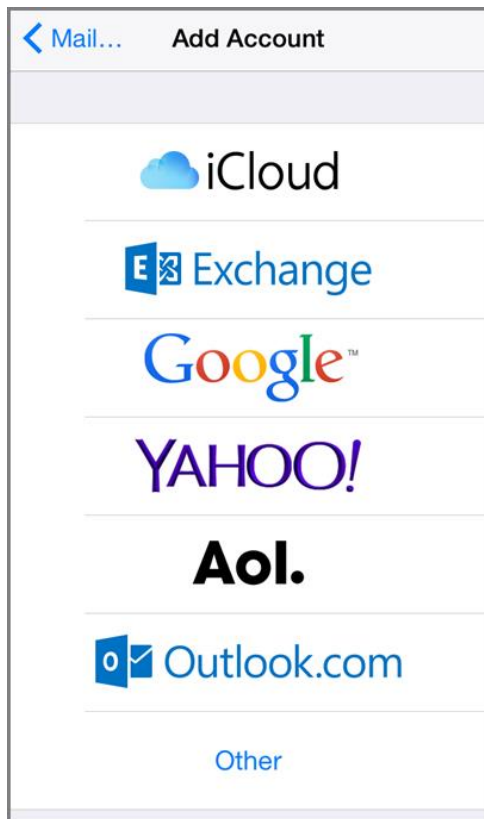


## Updating an iPhone to Work with Office 365 for Business

**\*\* Prior to proceeding, you must have already logged in at [login.microsoftonline.com](http://login.microsoftonline.com) and updated your password.**

1. Tap **Settings > Mail, Contacts, Calendars > Accounts > Add account > Email.**
2. In the **Add Account** page, tap **Exchange**. See below.



3. Enter your full email address, for example [chatfield@fbcaurora.org](mailto:chatfield@fbcaurora.org), your password (that you created online), FBCA for "Description," and then tap **Next**.

Cancel	Exchange	Next
Email	tony@contoso.com	
Password	●●●●●●●●	
Description	Exchange	
Exchange Device ID		

4. By default, **Mail**, **Contacts**, and **Calendar** information are synchronized. Tap **Save**.
5. Go to the home screen.
6. Tap **Settings > Mail, Contacts, Calendars >Accounts** and tap on your old FBCA E-mail (not the new one). You can distinguish between them because the new one will have “mail, contact, calendars, reminders, notes” listed under it.
7. Tap “Delete Account.”
8. Go to the home screen.
9. Click on your e-mail.
10. Verify it is working.