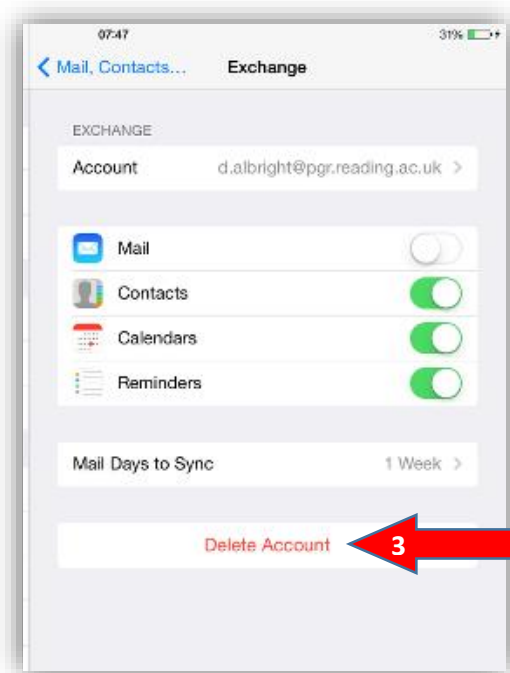


These instructions are for configuring the iPhone and iPad for the Office 365 using an ActiveSync connection. This will allow you to access your Office 365 email, as well as synchronize your iOS contacts and calendar with your Office 365 contacts and calendar.

## Removing Your Mail Profile

1. In the **Setting** app, please tap **Mail, Contacts, Calendars**.
2. Find your Account, tap on its name, then select **Delete Account**.
3. Tap **Delete from My iPhone/iPad**.



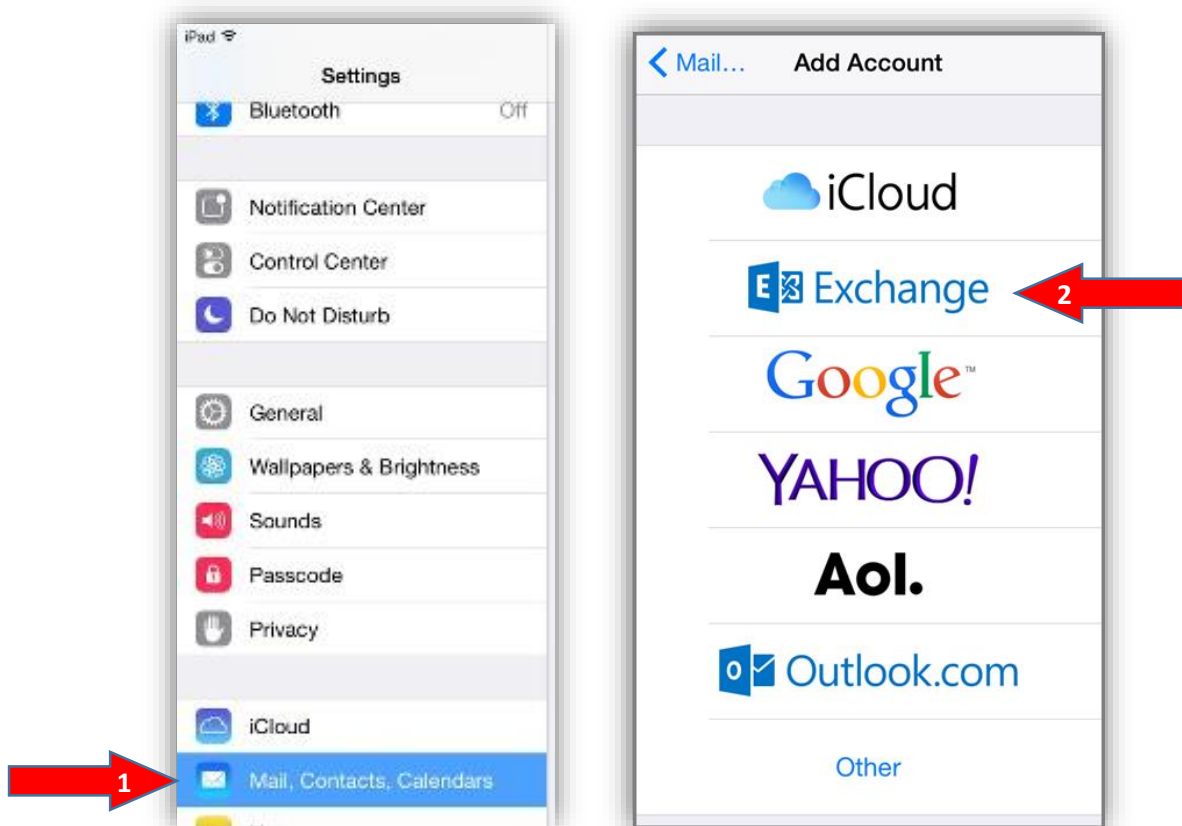
If the above instructions fail please try:

1. In the **Setting** app, please tap **General**.
2. Go to **Profile**.
3. Tap on the **Profile** and select **Remove**.



## Adding Mail Account

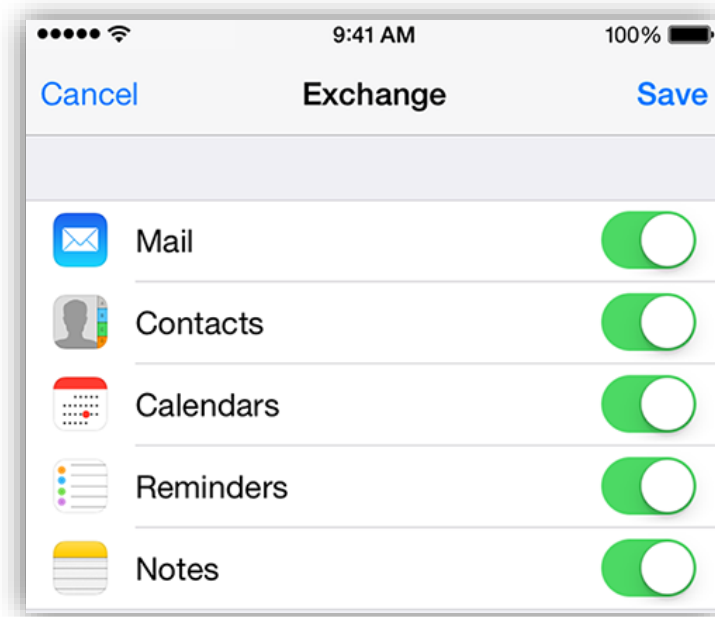
1. From the home screen, select **Settings**, then select **Mail, Contacts, Calendars**, then **Add Account**.
2. Select **Microsoft Exchange** (iOS 6) or **Exchange** (iOS 7).



3. Configure your Exchange account in the provided fields.
  - **Email:** *Your email address* (e.g., "joe.user@southwest.tn.edu")
  - **Password:** *Your Southwest password*
  - **Description:** Enter a descriptive name for your account
    - i.e. "SWTCC Mail"
  - If prompted for the server, please enter **outlook.office365.com**

The screenshot shows the 'Outlook' account configuration screen. It has a title bar with 'Cancel', 'Outlook', and 'Next' buttons. Below the title bar, there are three input fields: 'Email' with the value 'email@outlook.com', 'Password' with the value 'Required', and 'Description' with the value 'My Outlook Account'.

4. Select **Next**. Your iPhone or iPad will attempt to connect to the Southwest TN Exchange server.
5. Choose which items you would like to synchronize (**Mail**, **Contacts**, and/or **Calendars**), then select **Save**.



6. Restart the device. This step is not always necessary, but can help with syncing.

Once your iPhone or iPad has synchronized with your Office 365 account, you can configure additional options in the account settings.