

INSTRUCTIONS TO GET YOUR WORK EMAIL ON YOUR CELL PHONE:

1. Add your Exchange account

Tap Settings > Mail > Add Account > Exchange.

2. Enter your information

Enter your email address and password. You can also enter an account description. (if you cannot remember your password have Alex reset it. Be advised: if she resets it you will have to log-in to your computer's email again. If she set it up with a temp password you will have to log-in to exchange <https://login.microsoftonline.com/> and set a permanent password first, before setting up your phone or computer)

3. Connect to the Exchange Server

Your iOS device will try to find your Exchange Server. You might have to enter additional server information. If you need help, contact your Exchange Server administrator.

4. Sync your content

You can sync Mail, Contacts, Calendars, Reminders, and Notes. When you're finished, tap Save.

5. Edit your Exchange settings (optional)

Tap Settings > Mail, and select your Exchange account, then tap Account Info. You can also go here to set up automatic out-of-office replies and change how often you want Mail to sync. By default, Mail will sync every seven days.

