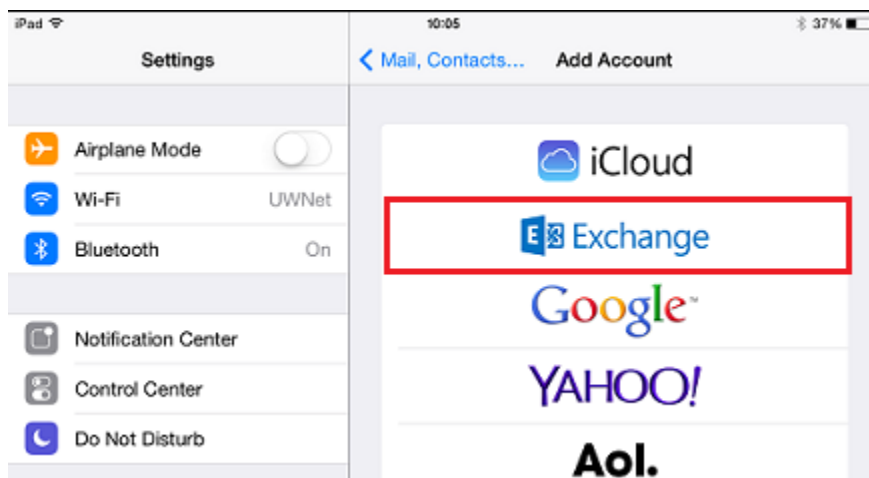


# Configure iPhone/iPad for Office 365

1. Open **Settings**.
2. Select **Mail, Contacts, Calendars**
3. Select **Add Account** on the right side



4. Select **Exchange**.



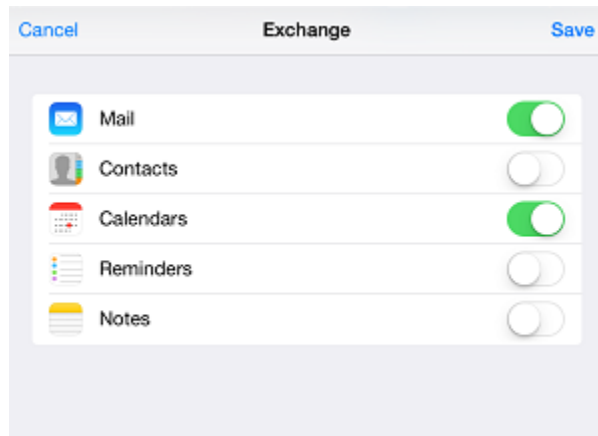
- On the account setup window, enter the following for each field:
  - Email:** `username@gohansel.com`
  - Description:** `Hansel Email`

<a href="#">Cancel</a>	<b>Exchange</b>	<a href="#">Next</a>
Email	<code>username@gohansel.com</code>	
Description	<code>Hansel email</code>	

- Select **Next**.
- Select **Configure Manually**
- Enter the following information (Email and Description should have auto-filled with the previously supplied information):
  - Server:** `outlook.office365.com`
  - Username:** `username@gohansel.com`
  - Password:** Enter your windows password

<a href="#">Cancel</a>	<b>Account</b>	<a href="#">Done</a>
Email	<code>username@gohansel.com</code>	
Server	<code>outlook.office365.com</code>	
Domain	Optional	
Username	<code>username@gohansel.com</code>	
Password	●●●●●●●●●●	
Description	<code>Hansel email</code>	

- Click Done/Next



- Select **Save**