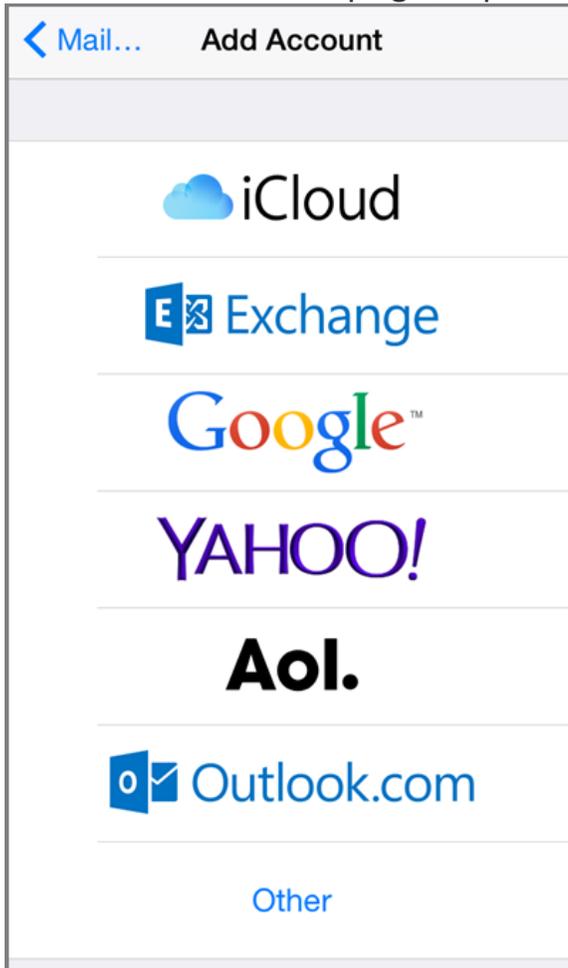 Using the built-in iOS mail app

1   Tap **Settings** > **Mail, Contacts, Calendars** > **Accounts** > **Add account** > **Email**.

2   In the **Add Account** page, tap **Exchange**.

3   Enter your full email address, for example tony@contoso.com, and your password, 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   If you're prompted to create a passcode, tap **Continue** and type a numeric passcode. If you're prompted and don't set up a passcode, you can't view this account on your device. You can also set up a passcode later in your settings.

Not working? Make sure you entered your email and password correctly and try again. You can also try setting the account up manually following the steps in the section Set up IMAP or POP email accounts, but selecting this method will only add your email, not your calendar or contacts.