

1. Tap **Settings**> **Mail, Contacts, Calendars** > **Add Account**.
2. Tap **Microsoft Exchange**.
3. Enter the information requested in the **Email**, **Username**, and **Password** boxes. (For example, **ID@student.asu.edu.bh**).
4. Tap **Next** on the upper-right corner of the screen.
5. If your iPhone can't find your settings, enter Exchange ActiveSync server with **outlook.office365.com** then click **Save**.