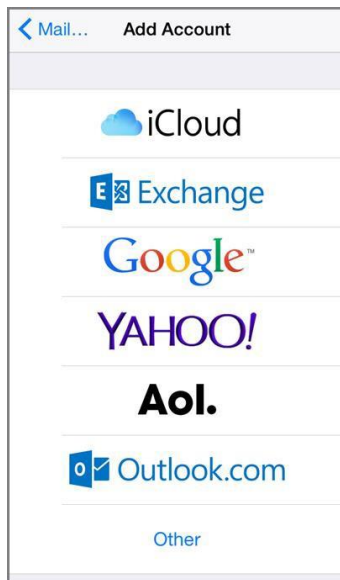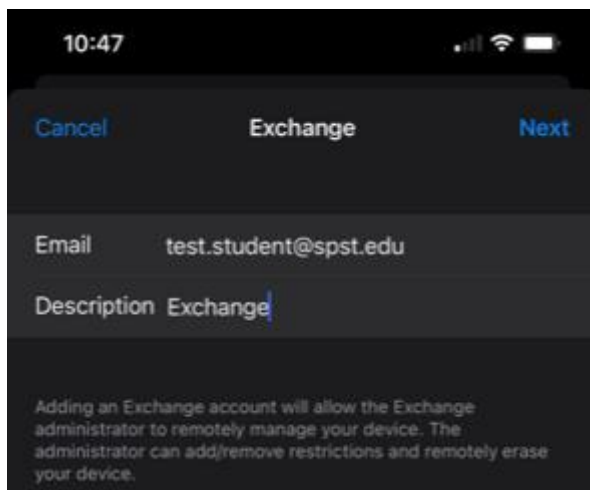# Configuring iPhone

1. Tap **Settings** > **Mail** >**Accounts** > **Add account** > **Email**.
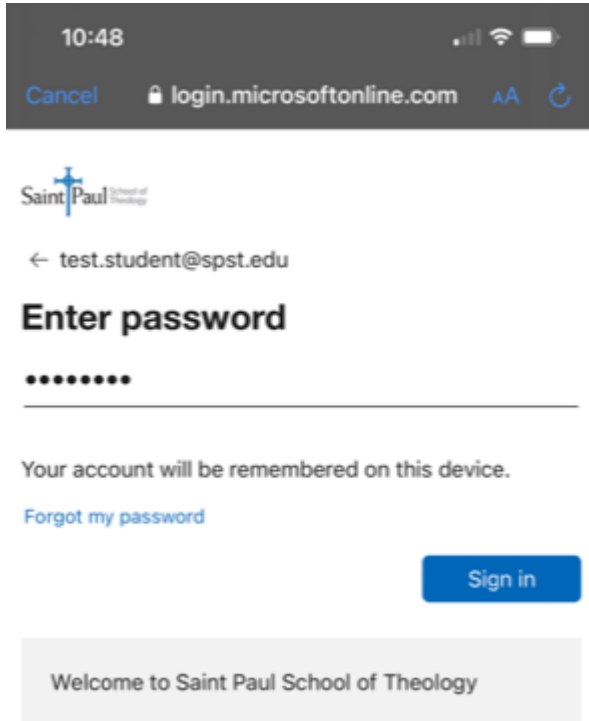2. In the **Add Account** page, tap **Exchange**.

3. Enter your full email address, for example tony@spst.edu and then tap **Next**.

4. Tap Sign In

5. Enter your SPST password and tap Sign In

6. By default, **Mail**, **Contacts**, and **Calendar** information are synchronized. Tap **Save**.