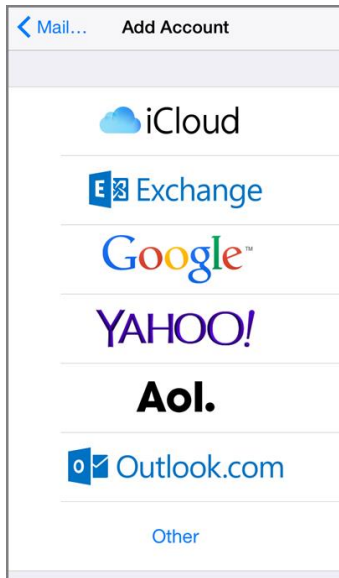
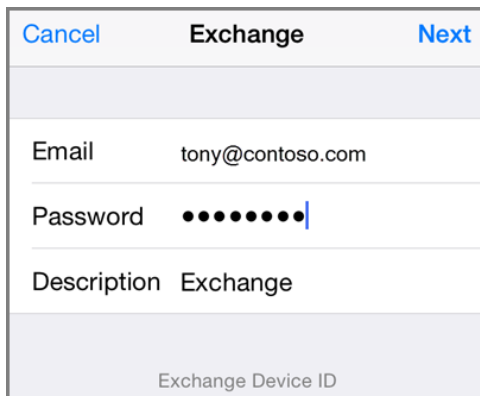


Configuring iPhone

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@spst.edu, and your Office 365 password, and then tap **Next**.



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

TIP Only perform these steps after we cutover on October 19th, 2015. Once you add the new Office 365 account you will want to delete the old account by going to **Settings** > **Mail, Contacts, Calendars** > **Accounts** and selecting the old SPST account. You can scroll to the bottom and tap delete.