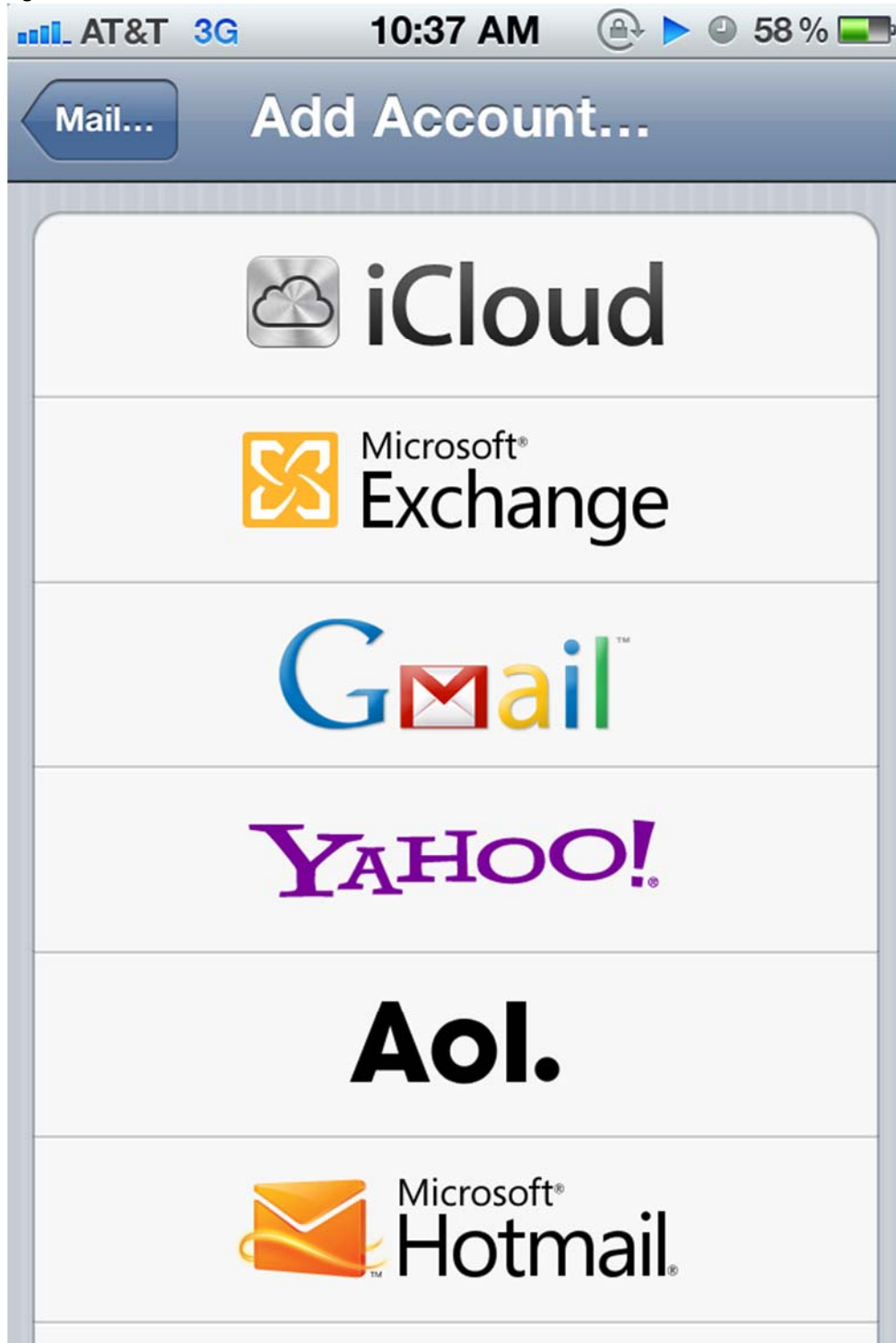


1. Tap Settings | Mail, Contacts, Calendars | Add Account (see Figure B)

Figure B



Add an email account.

1. Tap Microsoft Exchange. Enter your full email address in the Email field, plus your Username and Password (see **Figure C**). Leave the Domain box blank. **In username type out XXXXX@sbccd.cc.ca.us**

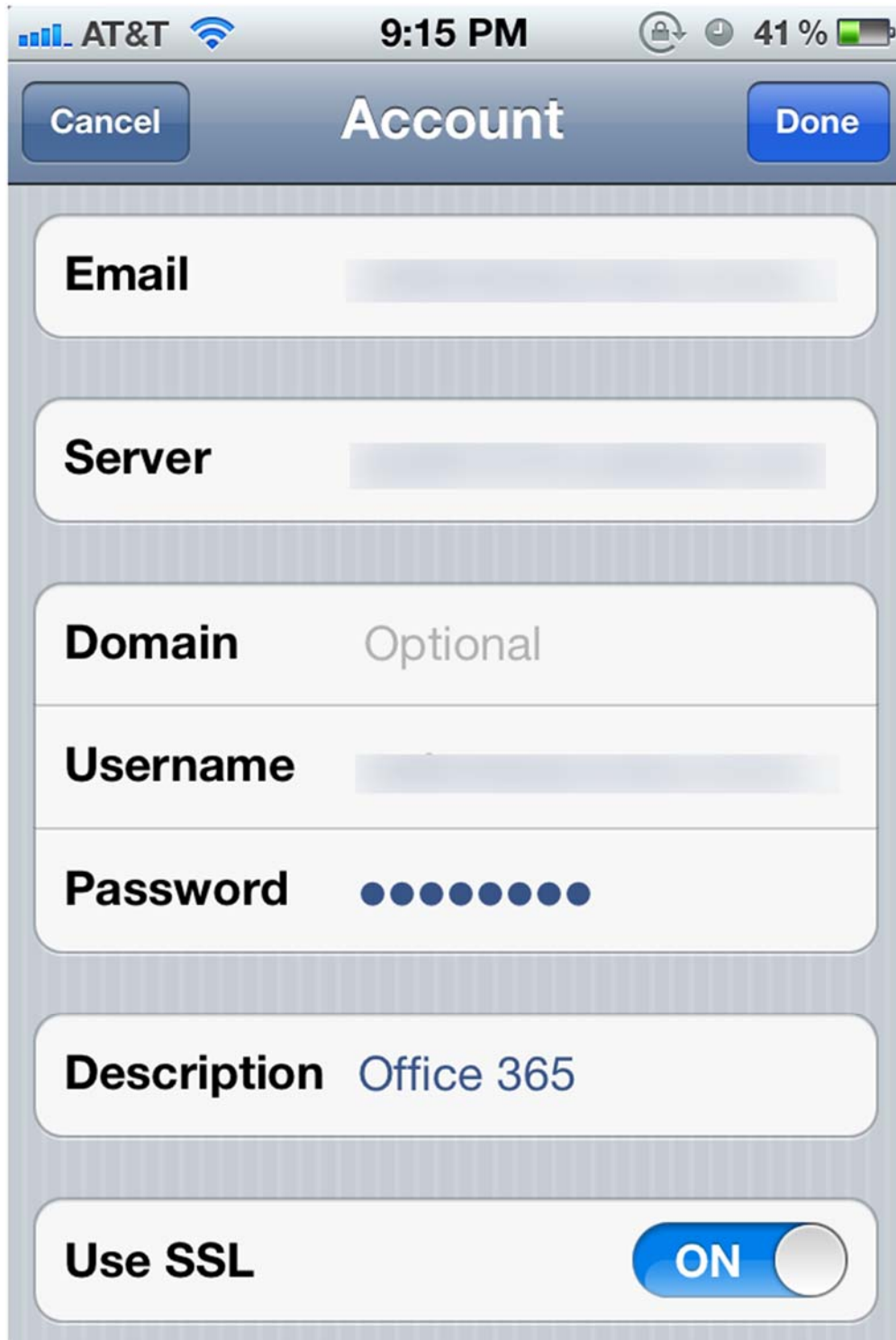
Figure C

The screenshot shows the 'Exchange' account setup screen on an iPhone. The status bar at the top displays 'AT&T 3G', '10:38 AM', and '58%' battery. The screen has a blue header with 'Exchange' in the center, flanked by 'Cancel' and 'Next' buttons. Below the header are five input fields:

Email	email@company.com
Domain	Optional
Username	Required
Password	Required
Description	My Exchange Account

Enter your email address, username, and password.

1. Enter the Exchange Server setup information (provided to you while getting access to Office 365 or from your IT staff), and then tap Next. Your iPhone will try to locate your Exchange Online Server. If your iPhone can't locate the server, you'll need to enter your Office 365 Exchange Server's complete address in the Server field on the Account page (see **Figure D**).
[Server= outlook.office365.com](mailto:Server=outlook.office365.com)
2. **Figure D**



The screenshot shows the 'Account' setup screen on an iPhone. At the top, the status bar displays 'AT&T', signal strength, Wi-Fi, the time '9:15 PM', a lock icon, a clock icon, and '41%' battery. The 'Account' title is centered at the top, flanked by 'Cancel' and 'Done' buttons. Below the title are several input fields: 'Email', 'Server', 'Domain' (with 'Optional' in light gray), 'Username', 'Password' (masked with seven dots), and 'Description' (with 'Office 365' in blue). At the bottom, there is a 'Use SSL' toggle switch, which is currently turned 'ON'.

You may need to enter your Office 365 Exchange Server settings on the Account page.

1. Choose which content you would like to synchronize: your mail, contacts, and calendars. Tap Save when you have made your selections.