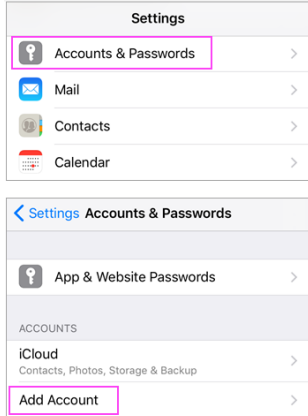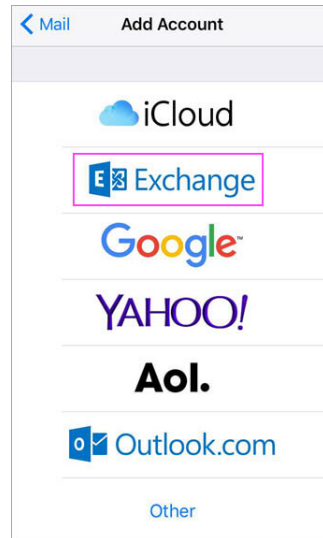**1**

Go to your iPhone or iPad's **Settings** > scroll down and tap **Accounts & Passwords** > **Add Account**.

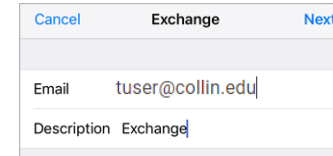Note: If you're on iOS 10, go to **Mail** > **Accounts** > **Add Account**.

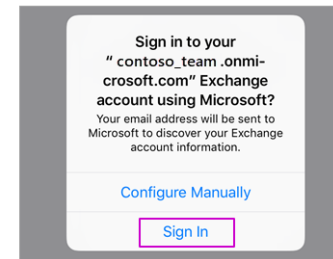| Settings	
🔑 Accounts & Passwords	>
✉️ Mail	>
👥 Contacts	>
📅 Calendar	>

‹ Settings Accounts & Passwords	
🔑 App & Website Passwords	>
ACCOUNTS	
iCloud Contacts, Photos, Storage & Backup	>
Add Account	>

2

Select **Exchange**.

‹ Mail   Add Account
☁️ iCloud
E☒ Exchange
Google
YAHOO!
Aol.
o☑ Outlook.com
Other

3

Enter your Microsoft 365, Exchange, or Outlook.com email address and a description of your account. Tap **Next**.

Cancel	Exchange	Next
Email	tuser@collin.edu	
Description	Exchange	

Tap **Sign In**.

Sign in to your
" contoso_team .onmi-crosoft.com" Exchange
account using Microsoft?
Your email address will be sent to
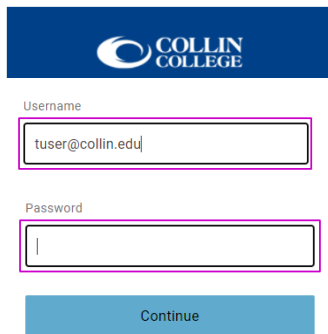Microsoft to discover your Exchange
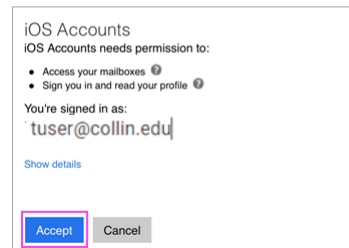account information.

Configure Manually

Sign In

4

Enter the username and password associated with your email account on the College's OneLogin page sign in page. Tap **Continue** or **Next**.

COLLIN COLLEGE

Username

tuser@collin.edu

Password

Continue

Need Help? | Forgot Password

5

The Mail app may request certain permissions. Tap **Accept**.

iOS Accounts
iOS Accounts needs permission to:
● Access your mailboxes ?
● Sign you in and read your profile ?
You're signed in as:
tuser@collin.edu

Show details

Accept   Cancel

6

Choose the services you want to sync with your iOS device and tap **Save**. You're done!

Cancel	Outlook	Save
✉️ Mail		✅
👥 Contacts		✅
📅 Calendars		✅
Reminders		⬜
Notes		✅