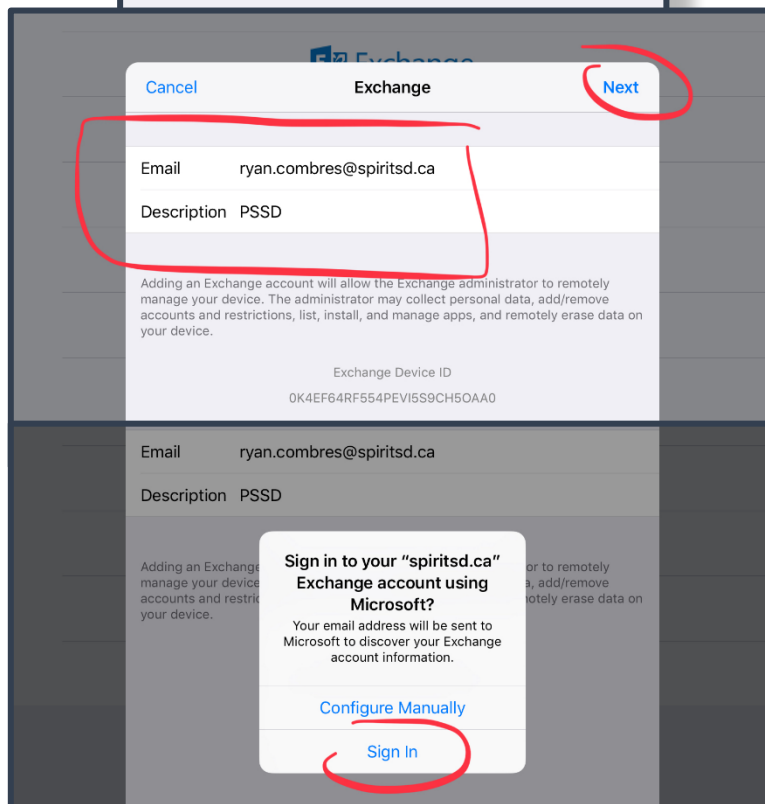
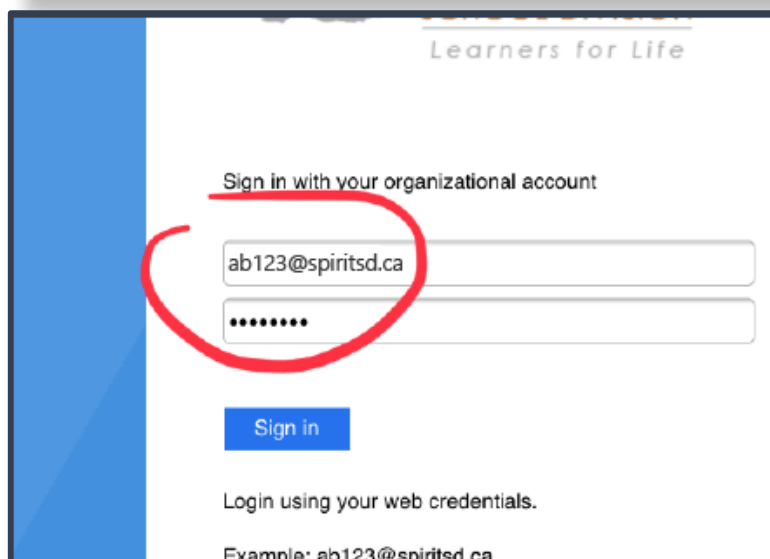


1 From the general settings on your phone → accounts, choose add account and pick **Exchange**



2 Enter your email in the format first.last@spiritsd.ca and give it a description in case you have multiple email accounts set up on your phone and hit **next**

3 Choose the **Sign In** option



4 When taken to the Prairie Spirit email sign in page enter your username (ab123@spiritsd.ca) and your password and click **Sign in**. You will be prompted for your **Multi-factor authentication code or approval**

You will be prompted to choose whether or not you want to sync contacts, notes, reminders, etc.