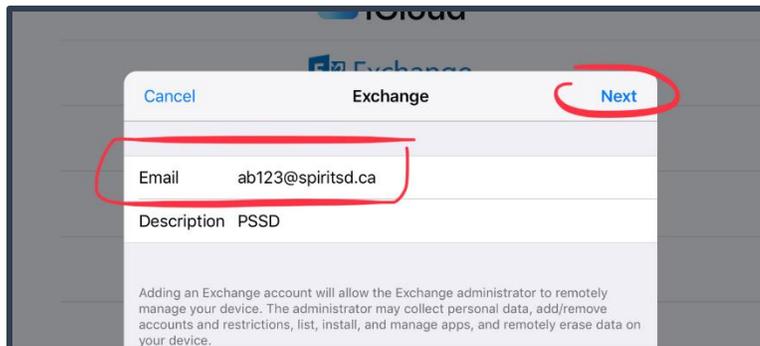
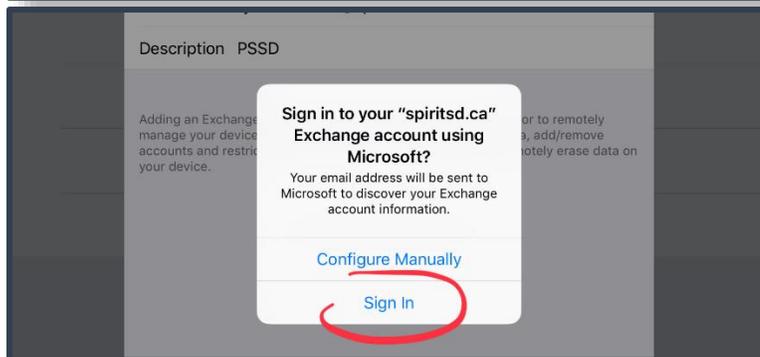


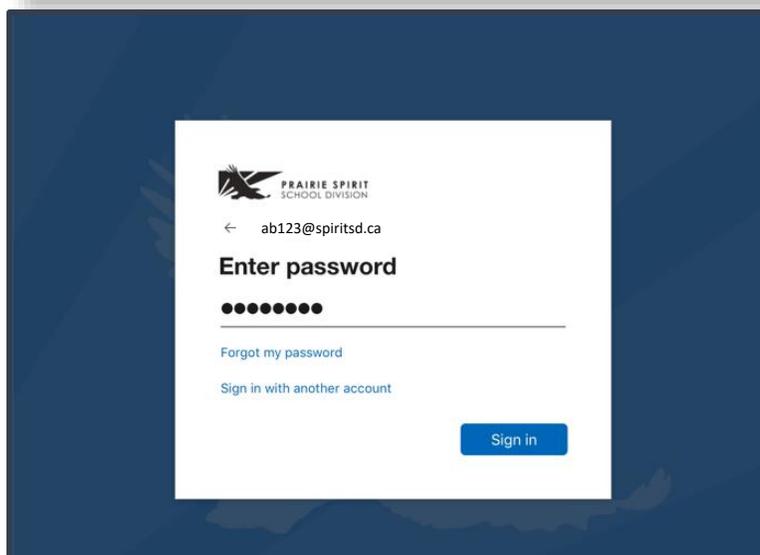
**1** From the general settings on your phone → accounts, choose add account and pick **Exchange**



**2** Enter your email in the format [ab123@spiritsd.ca](mailto:ab123@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](mailto: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.