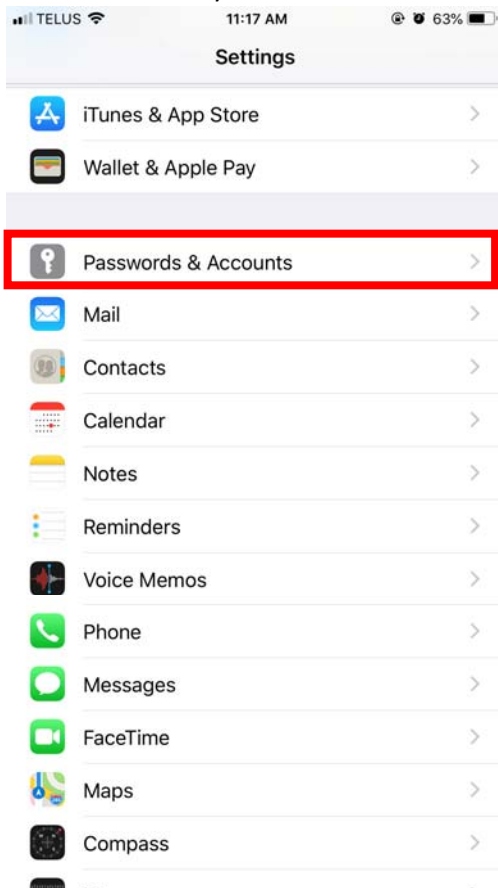


Office 365 Email Setup for iOS

1. Locate and launch 'Settings'



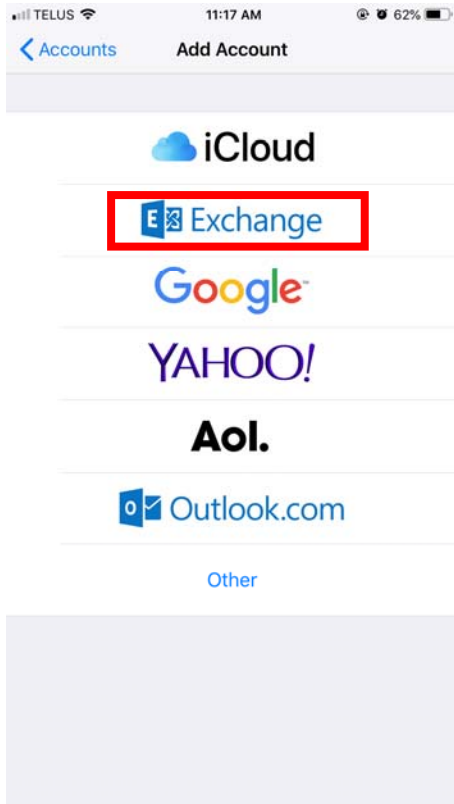
2. Scroll down until you see 'Passwords & Accounts', tap on 'Passwords & Accounts'



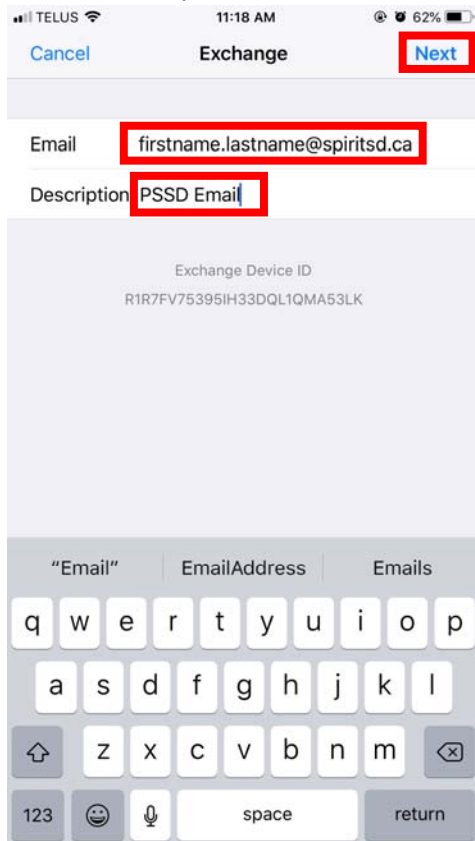
3. Tap 'Add Account'



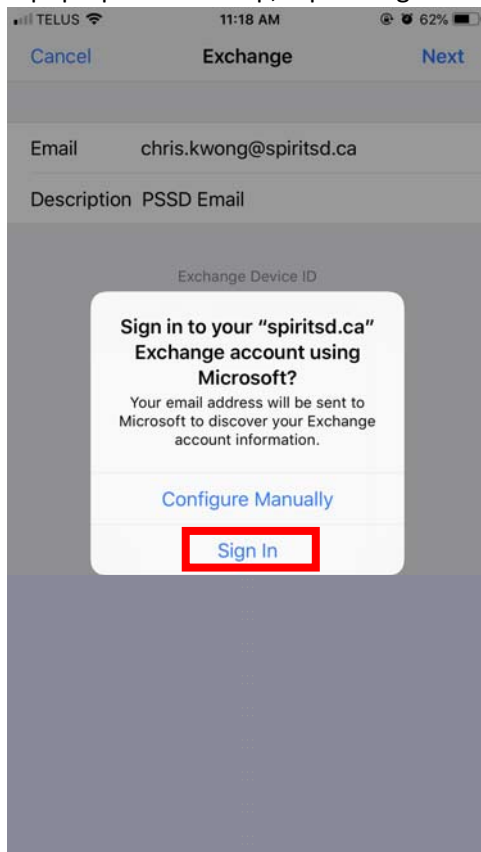
4. Now, tap 'Exchange'



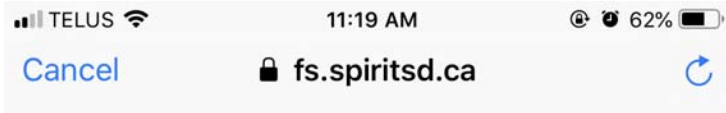
5. Type in your email address (firstname.lastname@spiritsd.ca) and put a description for the account (like PSSD Email), then tap 'Next'



6. A pop-up will show up, tap on 'Sign In'



7. A login window will appear, change it from your email address to username@spiritsd.ca (ex chris.kwong@spiritsd.ca -> ab123@spiritsd.ca) and then type in your password and tap on 'Sign in'



Sign in with your organizational account

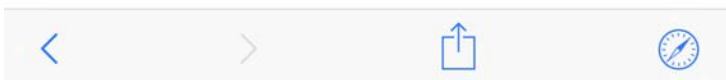


Login using your web credentials.

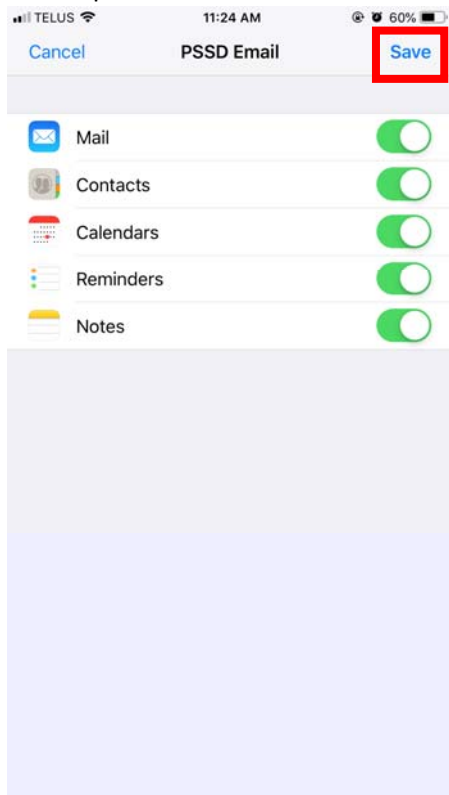
Example: ab123@spiritsd.ca

Please keep your Prairie Spirit login secure by regularly [updating your password](#).

[Acceptable Use Policy](#) [Help Desk](#)



8. Now tap on 'Save'



9. Now open your 'Mail' app and you will see PSSD Email as an available inbox (assuming you named it PSSD Email in step 5)