1. Go to Settings on your iPhone or iPad, scroll down to Accounts & Passwords, and select Add Account

Settings		Settings Accounts & Passwords	
Accounts & Passwords	>	App & Website Passwords	>
🖂 Mail	>		
Contacts	>	iCloud Contacts, Photos, Storage & Backup	>
Calendar	>	Add Account	>

2. Select Exchange

< Mail	Add Account	
	iCloud	
	E Exchange	
	Google	
	YAHOO!	
	Aol.	
	Outlook.com	
	Other	

• If manual setup is required the server information is:

Server Settings

Email: firstname.lastname@concordia.ca

Server: outlook.office365.com

Domain: Username: firstname.lastname@concordia.ca Password: enter email password

Description: Exchange

3. Enter your Concordia email address and a description of your account. Tap Next.



4. Sign in to your Concordia account



5. Enter your Concordia email address and password, select Sign in



- 6. The Mail app may request certain permissions. Tap Accept.
- 7. Choose the services you want to sync with your iOS device and tap Save.

