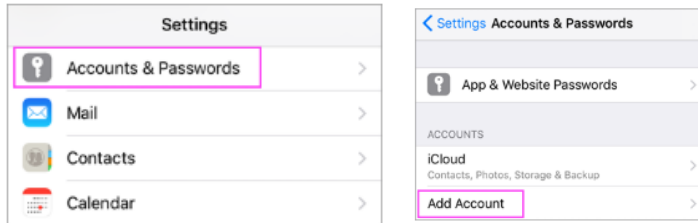
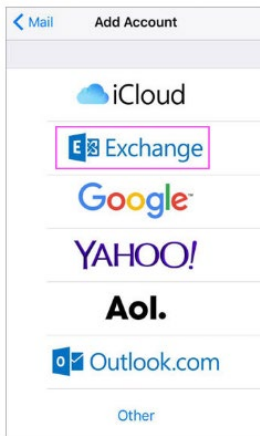


## How to set up Concordia email on your iPhone or iPad

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



2. Select **Exchange**



- If manual setup is required the server information is:

**Server Settings**

**Email:** firstname.lastname@concordia.ca

**Server:** outlook.office365.com

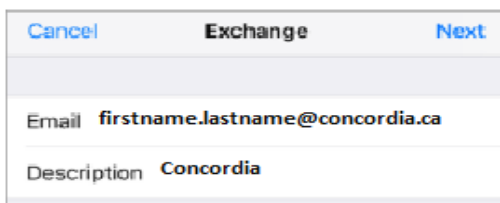
**Domain:**

**Username:** firstname.lastname@concordia.ca

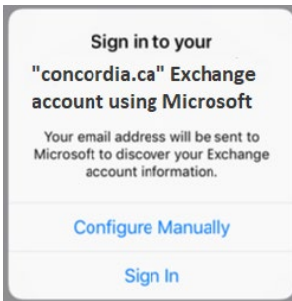
**Password:** enter email password

**Description:** Exchange

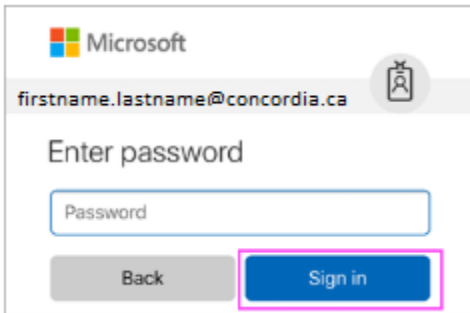
3. Enter your Concordia email address and a description of your account. Tap **Next**.



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**.

