

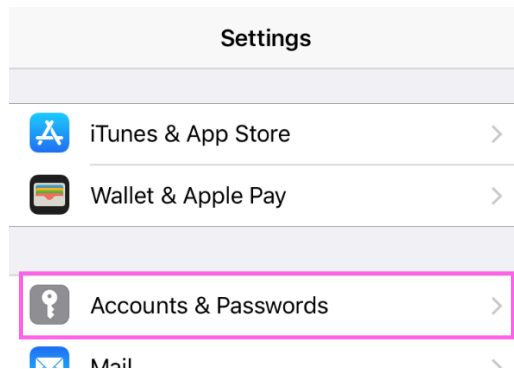
Removing and re-adding your email account to Apple devices (iPhones and iPads)

I. To remove your account:

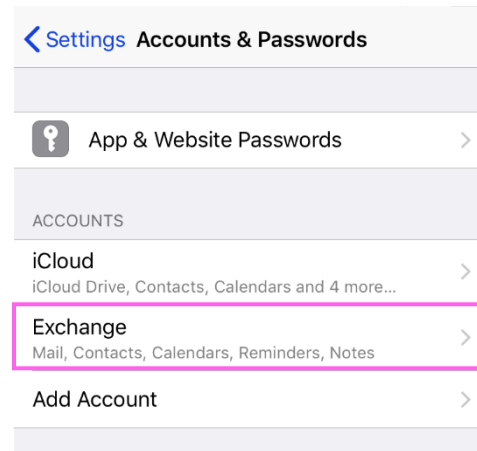
a. Tap the **Settings** icon.



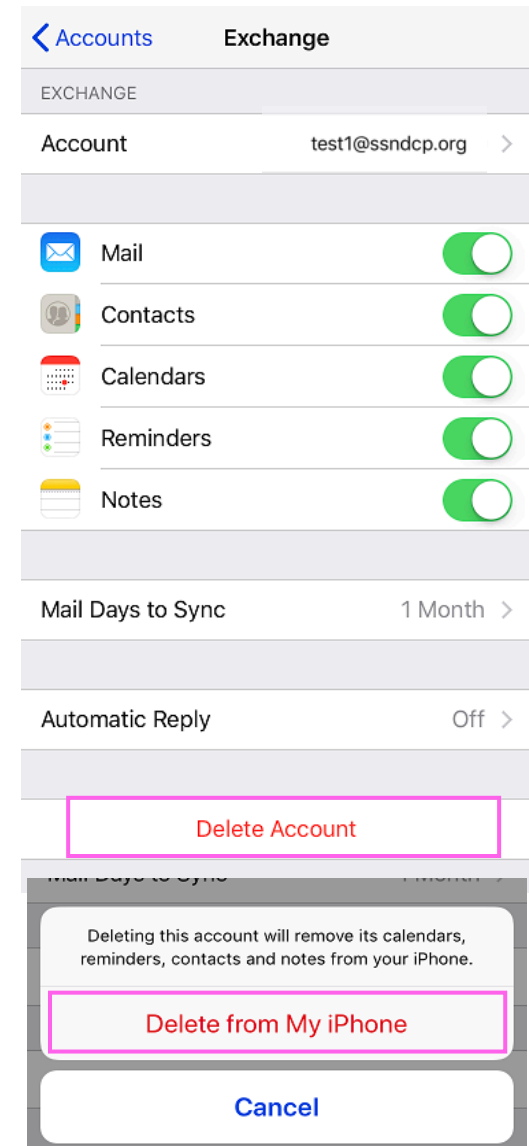
Tap **Accounts & Passwords** or for earlier versions of iOS, tap the **Mail, Contacts, Calendar** option



b. Tap the **Exchange/SSND** account



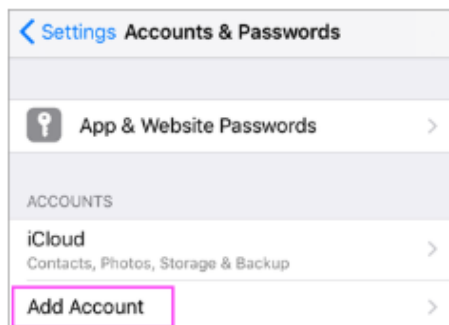
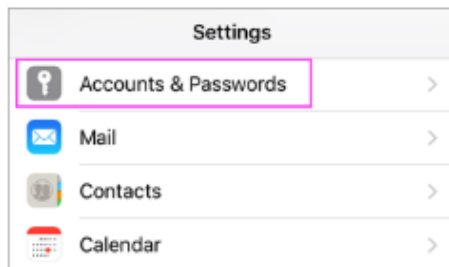
c. Tap **Delete Account**. Then, tap **Delete from My iPhone** to confirm.



II. To add your Office 365 email account:

1

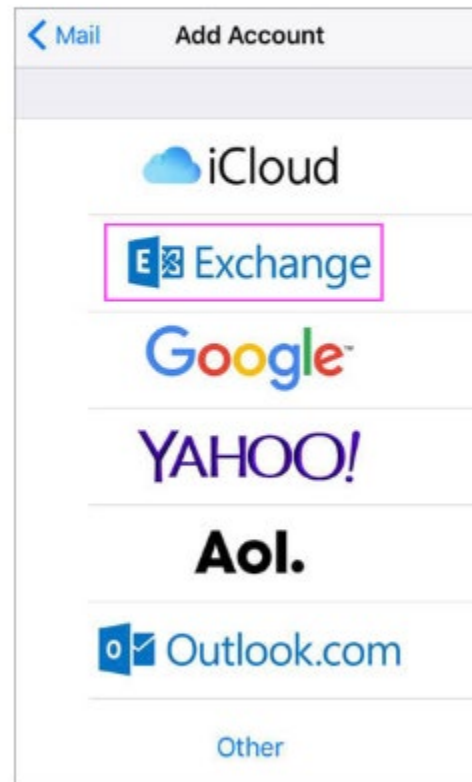
After removal, you can tap **Add Account**. Or, if you returned to the home screen, tap the **Settings icon** > scroll down and tap **Accounts & Passwords** > tap **Add Account**



For earlier versions of iOS, tap the **Mail, Contacts, Calendar** option

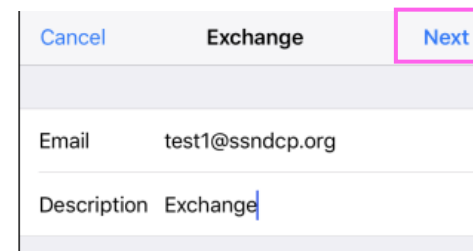
2

Select **Exchange**.

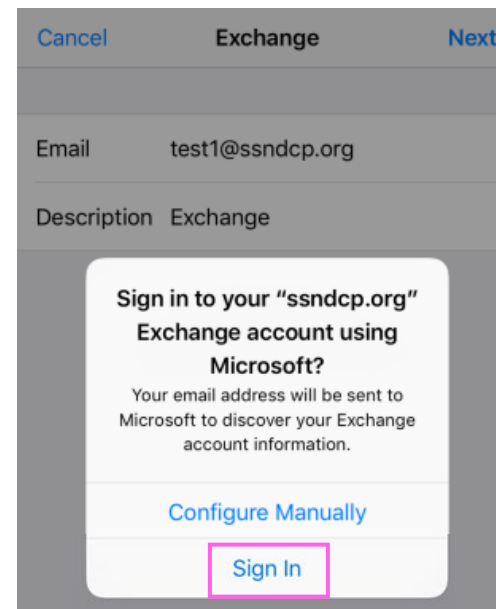


3

Enter your email address and leave the description as Exchange or change to what you prefer such as SSNDPCP. Tap **Next**.

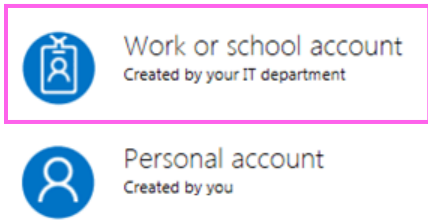


Tap **Sign In**.

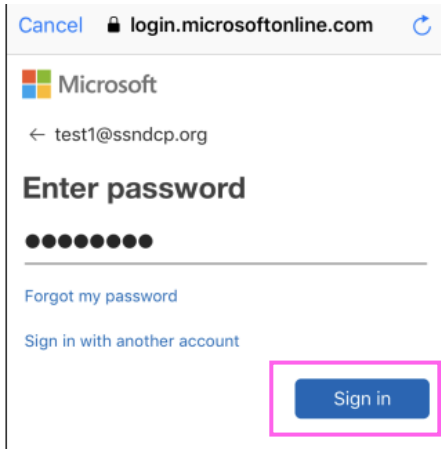


4

Select **Work or school account**.

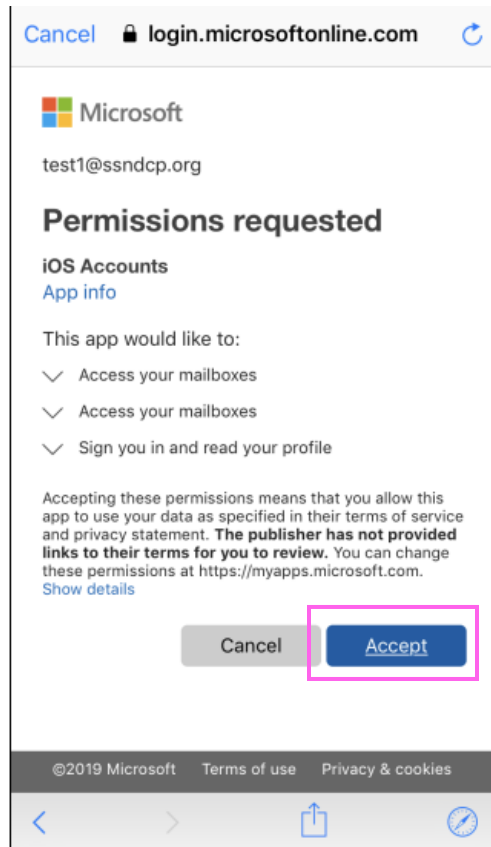


Enter the password associated with your email account. Tap **Sign In**.



5

The Mail app may request certain permissions. Tap **Accept**.



6

Choose the services you want to sync with your iOS device and tap **Save**. You're done!



Once finished adding your account, please open your email app and verify email messages are arriving.



If you run into any troubles please reach out to us at 1-800-373-7521 or helpdesk@ssndcp.org