Apple iPhone / iPad Mail APP
Office 365 Account Setup

Example user account shown below to illustrate required configuration steps

Display Name:	**David Lord**
Example Email Address:	**davidlord@quatrotech.com.au**

Please use your @wentworthchambers.com.au email address

Select **Settings** App

Scroll down to **Passwords and Accounts**
Select **Add Account**

Select **Microsoft Exchange**
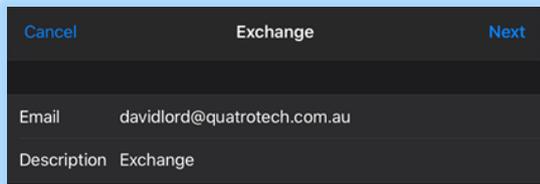
Enter your **@wentworthchambers.com.au** Email address and Description

Select "**Sign In**" to displayed message
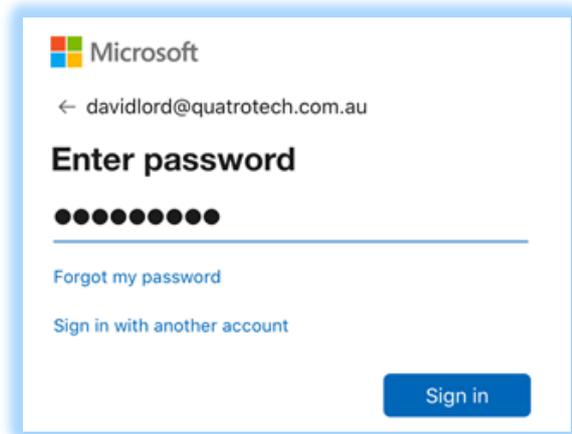
Microsoft Sign In page will be displayed with your **@wentworthchambers.com.au email address** Enter your **password** and select **Sign In**

If prompted Select **"Work or School Account"** from the Sign-in prompt

Optional User Selection Recommended **"Not Now"**
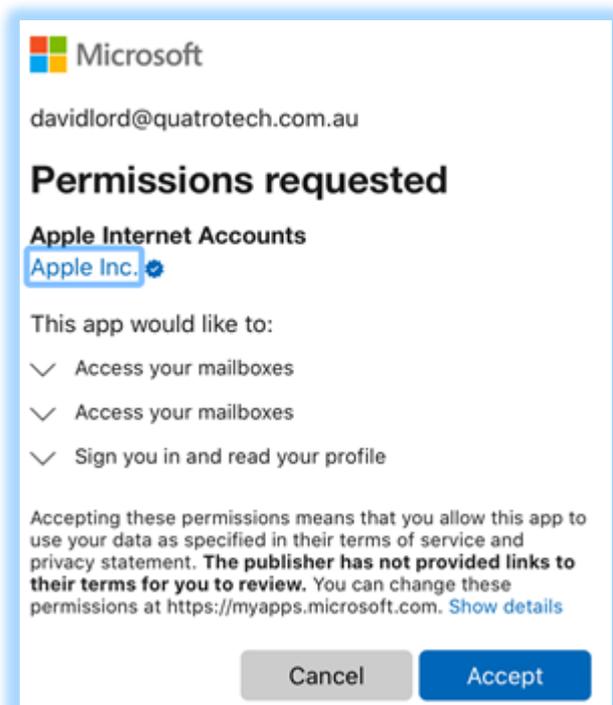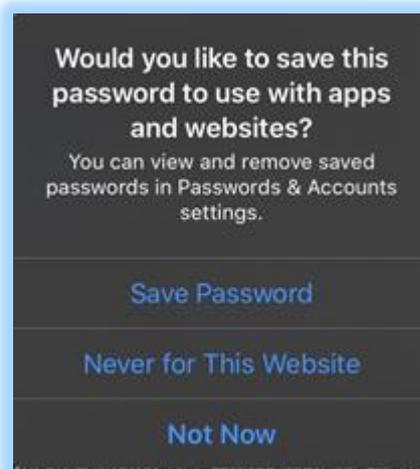
Click **Accept** to the Microsoft Permission Request to allow the iPad/iPhone permission to access your Office 365 Mailbox

All fields are selected by default – remove any selections for items you do not want to synchronise to your device
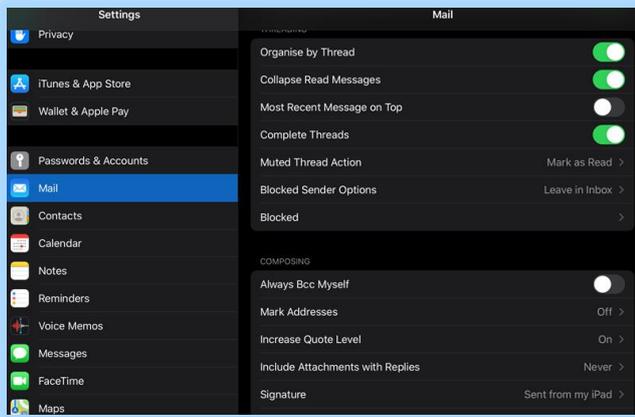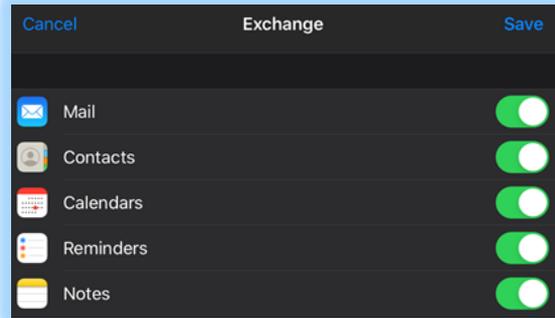
Mail Setting Options:
Change your Mail Preferences
Create a Signature
Set your new Email account as Default by scrolling down and setting the new account name as Default

Contacts Setting Options:
Change your Contacts Preferences
Set your new account as Default Contacts
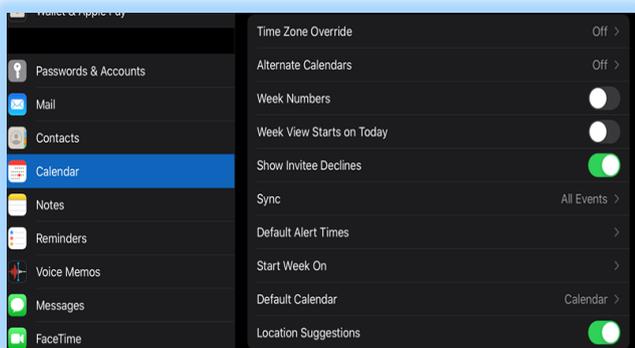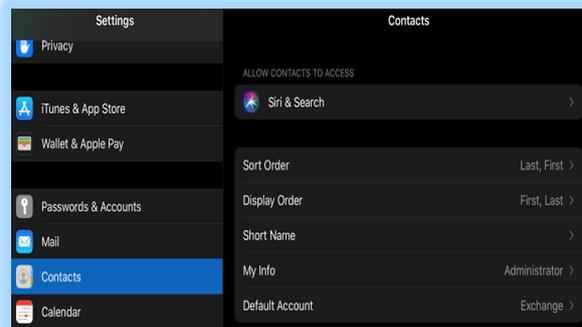
Calendar Setting Options:
Change your Calendar Preferences
Set your new account as Default Calendar