

How to Setup Your Email with the Native App and after iOS11 - iPhone

NOTE: You will need to remove and re-add the account.

How to Remove Your Exchange Account ([see images](#))

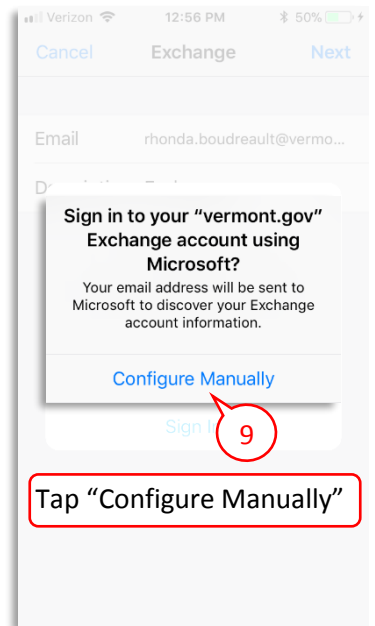
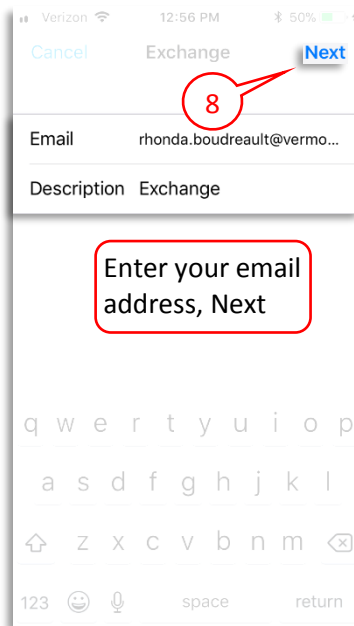
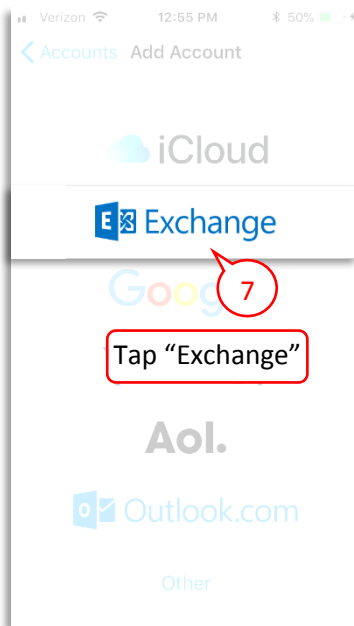
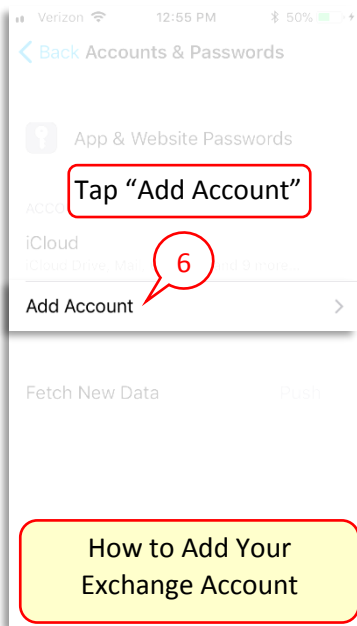
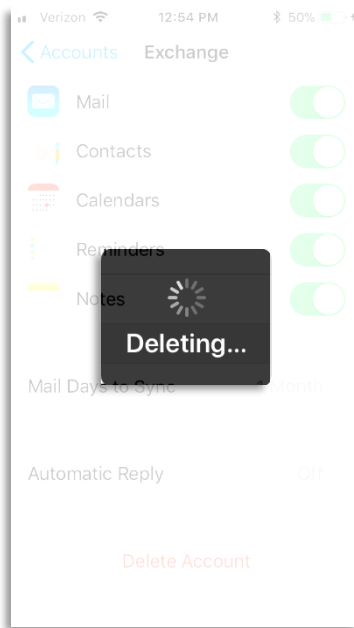
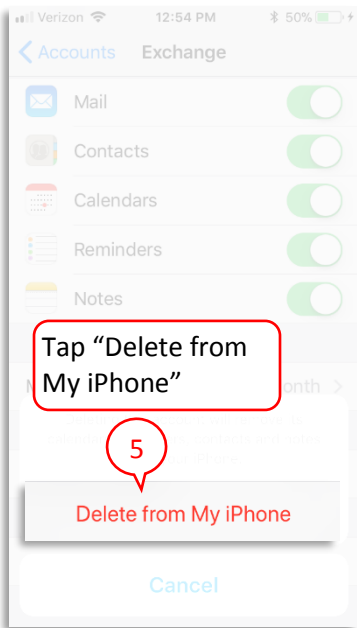
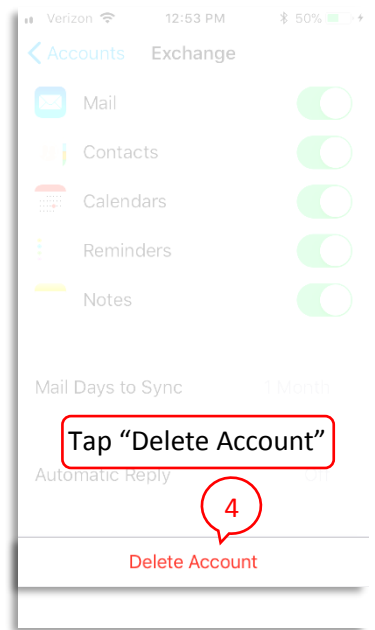
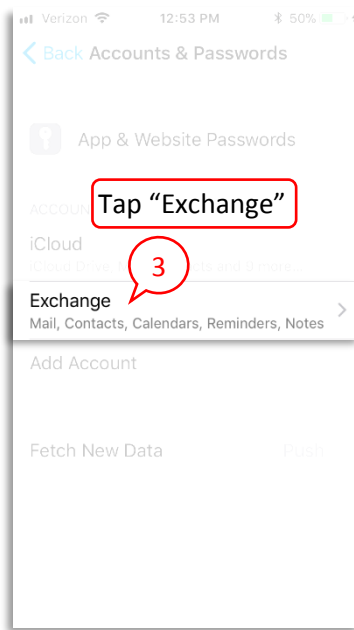
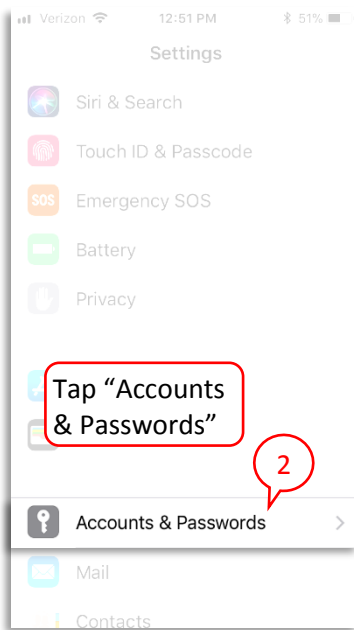
1. Tap “Settings”
2. Tap “Accounts & Passwords”
3. Tap the “Exchange” account
4. Tap “Delete Account”
5. Tap “Delete from my iPhone”
 - a. You will get the “Deleting...” message

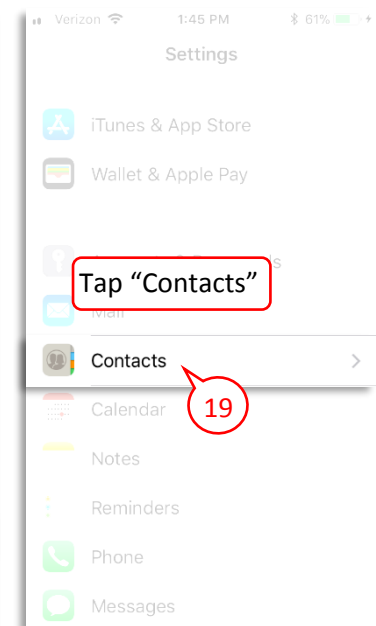
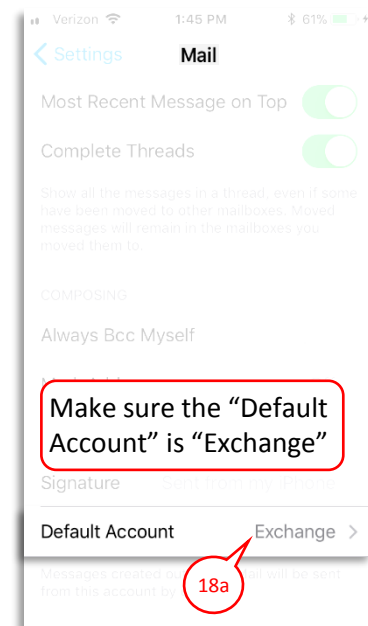
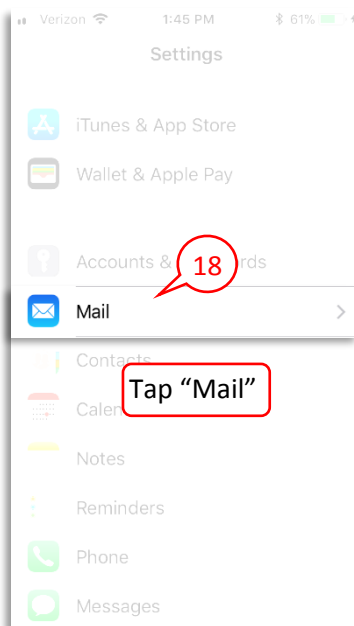
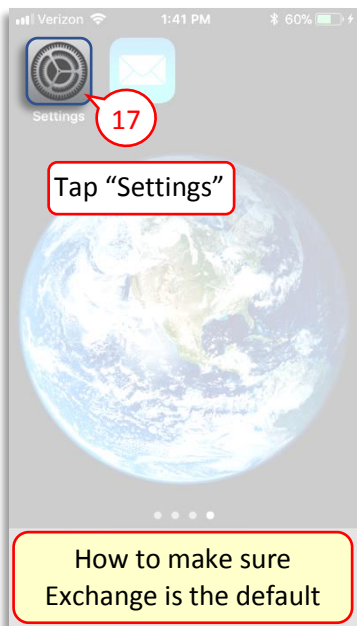
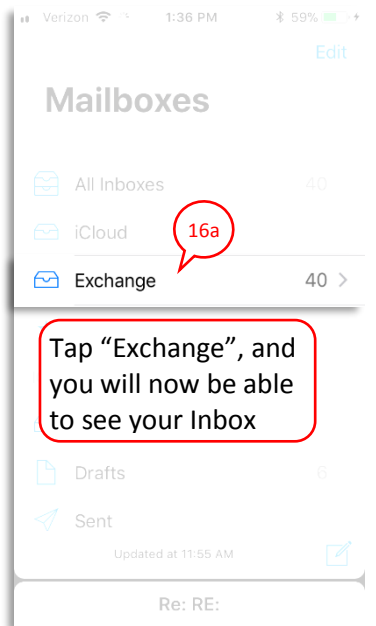
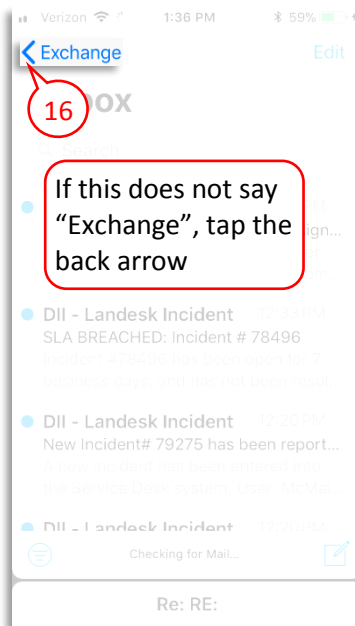
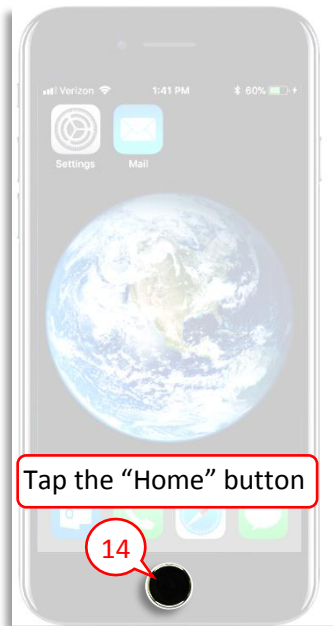
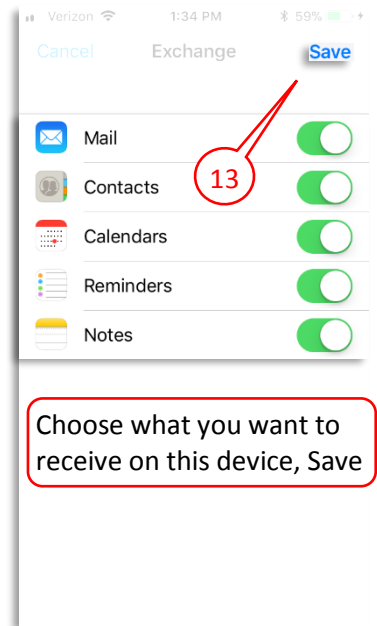
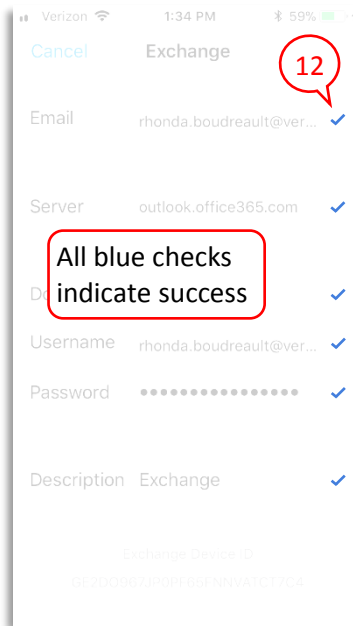
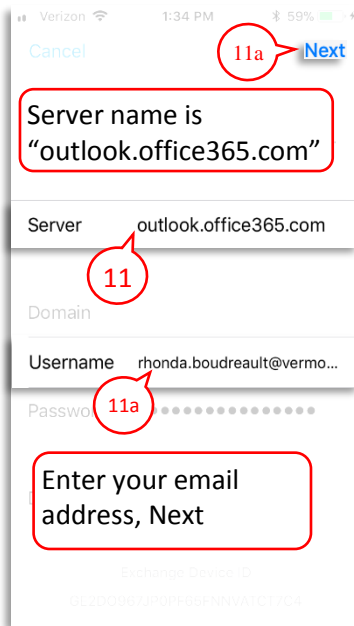
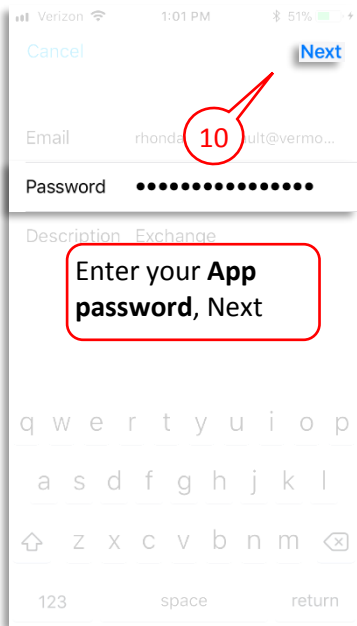
How to Add Your Exchange Account ([see images](#))

6. Tap “Add Account”
7. Tap “Exchange”
8. Enter your email address, Next
9. Tap “Configure Manually” to the “Sign in to your ...” message
10. Enter your **App password**, Next
 - a. Need to set up an App Password? [How to set up your App Password](#)
 - b. Forgot your App Password? [How to Remove and Re-Create your App Password](#)
11. Enter the server name, “outlook.office365.com”
 - a. Enter your username (your email address), Next
12. All blue checks indicate it was successful
13. Choose what you wish to receive on this device, Save
14. Tap the “Home” button
15. Tap the “Mail” icon
16. If this does not say “Exchange” tap the back arrow
 - a. Tap “Exchange” and you will now be able to see your Inbox

How to Make sure “Exchange” is set as the default ([see images](#))

17. Tap “Settings”
18. Tap “Mail”
 - a. Make sure the “Default Account” is “Exchange”
19. Tap “Contacts”
 - a. Make sure the “Default Account” is “Exchange”
20. Tap “Calendar”
 - a. Tap “Default Calendar”
 - b. Make sure “Calendar” is checked under the “Exchange” group
21. Tap “Notes”
 - a. Make sure the “Default Account” is “Exchange”
22. Tap “Reminders”
 - a. Tap “Default List”
 - b. Make sure “Tasks” is checked under the “Exchange” group





How to make sure Exchange is the default

