

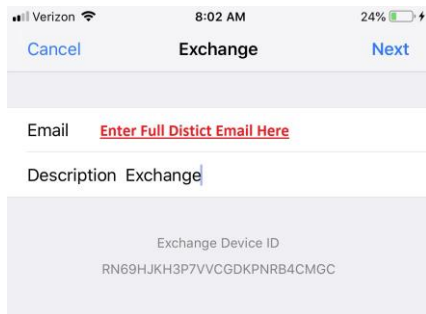
## Office 365 Email Instructions for iPhones with iOS 12+

### 1. Add Email Exchange Profile

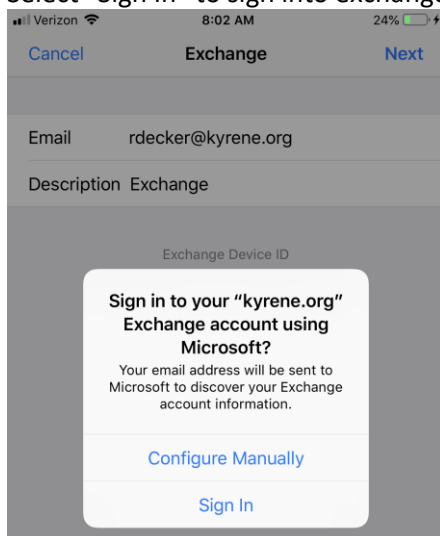
- a. Go to Settings – Passwords & Accounts – Add Account – Exchange



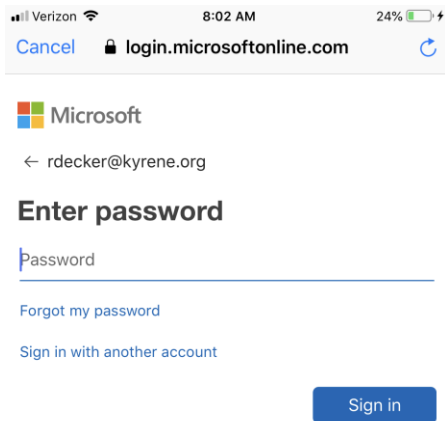
- b. Enter your full <insert username here>@kyrene.org email address.



- c. Select "Sign In" to sign into exchange login portal



- d. Enter login password and click “sign in”.



The screenshot shows a mobile browser interface. At the top, the status bar displays 'Verizon', signal strength, Wi-Fi, the time '8:02 AM', and a 24% battery level. The browser's address bar shows 'Cancel', a lock icon, 'login.microsoftonline.com', and a refresh icon. Below the address bar is the Microsoft logo and the text 'Microsoft'. A back arrow is followed by the email address 'rdecker@kyrene.org'. The main heading is 'Enter password'. Below this is a password input field with the placeholder text 'Password'. Underneath the input field are two links: 'Forgot my password' and 'Sign in with another account'. At the bottom center is a blue button labeled 'Sign in'.

- e. Final step – Click “Save”. Allow for content to download to phone.  
Note: Depending on the size of your mailbox. It may take some time to download content