

## Set up Lighthouse Office 365 email on an Apple iPad

1. If this is the first email account on your iPhone, tap **Mail**. Otherwise, tap **Settings > Mail, Contacts, Calendars > Add Account**.
2. Tap **Settings > Mail, Contacts, Calendars > Add Account**.
3. Tap **Microsoft Exchange**.
4. Type the information requested in the **Email, Password, and Description** boxes. Type your *full email address* (for example, tstudent@lstudent.net) in the **Email** box. And type **Office 365** in the **Description** box.
5. Tap **Next** on the upper-right corner of the screen. Your mail program tries to find the settings it needs to set up your account. Go to step 8 if your mail program finds your settings.
6. If your iPad can't find your settings, you'll need to manually input the name of the server running Exchange ActiveSync. Since you're connecting to your Office 365 email, use **outlook.office365.com** for your server name.
7. Leave the **Domain** field blank but make sure that **Username** has your full email address and your **Password** is filled in, and then tap **Next**.
8. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. By default, Mail, Contacts, and Calendar information are synchronized.
9. If you're prompted to create a passcode, tap **Continue** and type a *numeric passcode if prompted*.