

Apple Mail/Calendar

- Tap **Settings**.
- Tap **Mail, Contacts, Calendars**.
- Tap **Add Account**.
- Tap **Exchange**.
- Enter your **Email address, Password**, and a short **Description** (e.g. HYMS Email) for your email.
- Tap **Next**.
- Autodiscover will try to find the settings you need to configure for your account. If autodiscover cannot find your settings, enter the following information:

Field	What to enter
Server	outlook.office365.com
Domain	Leave this field blank
Username	Enter your HYMS user ID and domain (for example, hyab1@hyms.ac.uk)

- Tap **Next**.
- Tap **Save**.

Return to your home screen and open the Mail app