Set up email using the iOS Mail app
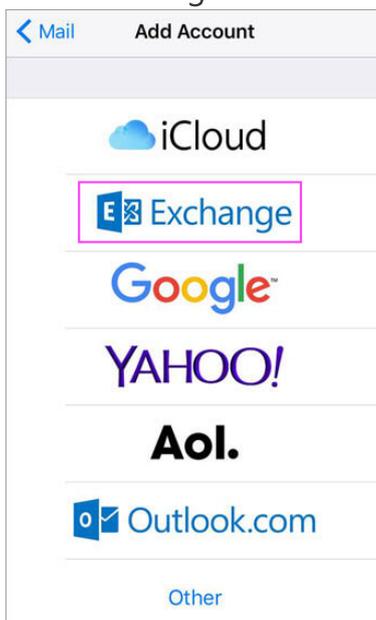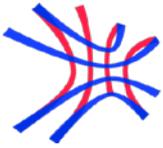
1. Go to your iPhone or iPad's **Settings** > scroll down and tap **Accounts & Passwords** > **Add Account**.
   Note: If you're on iOS 10, go to **Mail** > **Accounts** >**Add Account**.
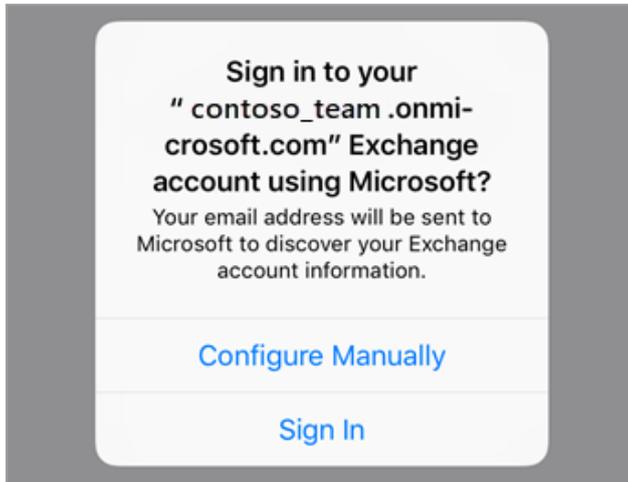

2. Select **Exchange**.

3. Enter your Office 365, Exchange, or Outlook.com email address and a description of your account. Tap **Next**.

Cancel	Exchange	Next
Email	stuid@yccece.edu.hk	
Description	YCCECE	

Tap **Sign In**.

Sign in to your
" contoso_team .onmicrosoft.com" Exchange account using Microsoft?
Your email address will be sent to Microsoft to discover your Exchange account information.

Configure Manually

Sign In

4. Enter the password associated with your email account. Tap **Sign in** or **Next**.

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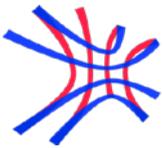
← stuid@yccece.edu.hk
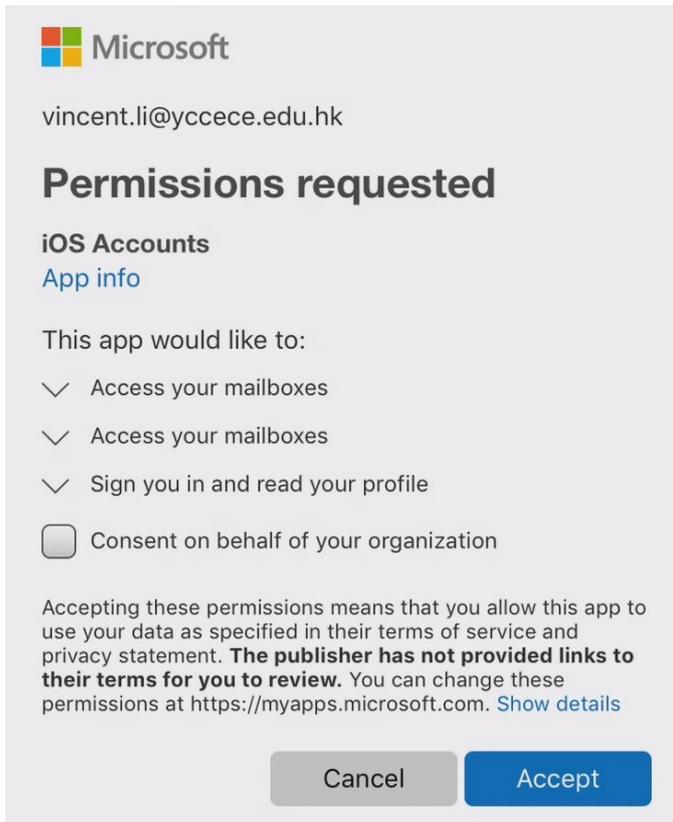
Enter password

Password

Forgot my password

Sign in with another account

Sign in

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5. The Mail app may request certain permissions. Tap **Accept**.

6. Choose the services you want to sync with your iOS device and tap **Save**. You're done!