



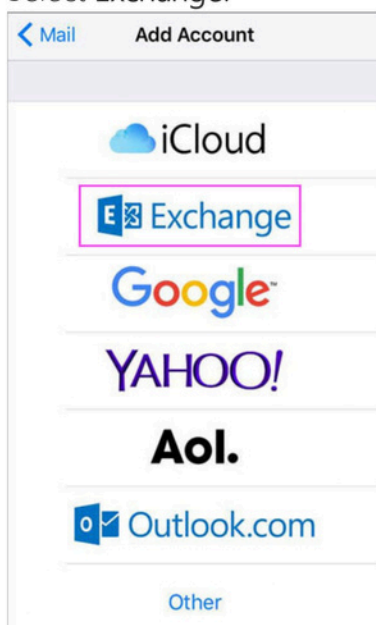
Set up email using the iOS Mail app

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.

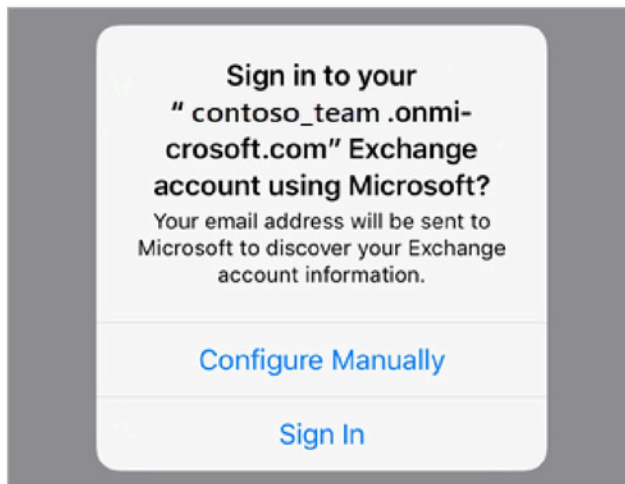




3. Enter your Office 365, Exchange, or Outlook.com email address and a description of your account. Tap **Next**.

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

Tap **Sign In**.



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

Password Format: HKID / Passport Number + A!

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← stuid@yccece.edu.hk

Enter password

Password

[Forgot my password](#)

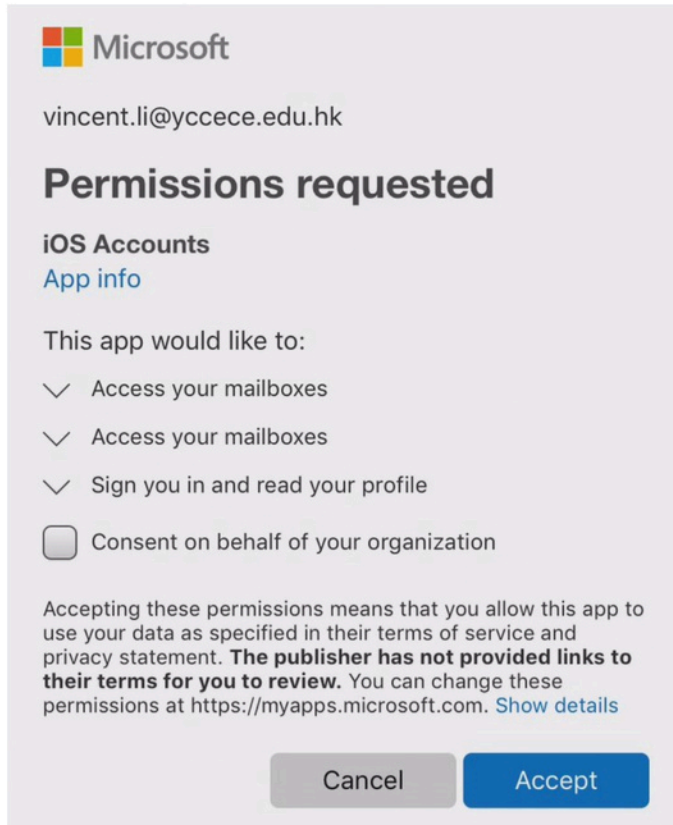
[Sign in with another account](#)

[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!

