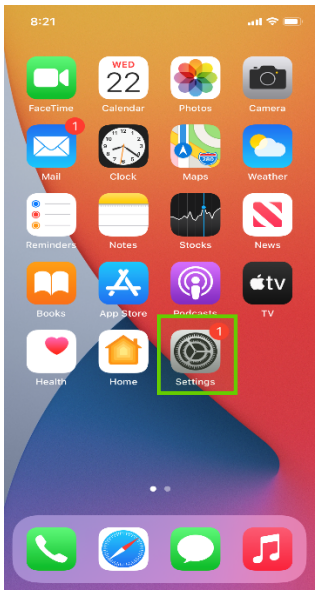
Office 365 IOS Mail Setup

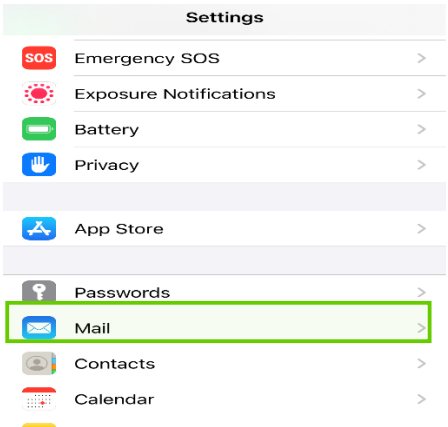
Step 1:

Open the “settings” app on your IOS device.



Step 2:

Scroll down and click the “Mail” option.

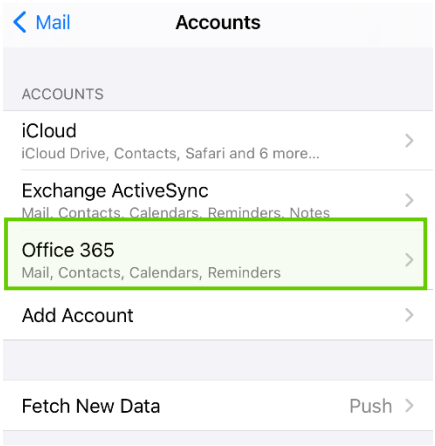


Step 3:

Click on the “Accounts” button.

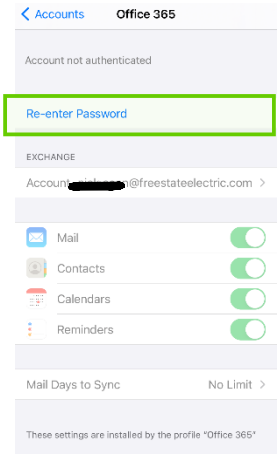
Step 4:

Click on the button labeled “Office 365”.



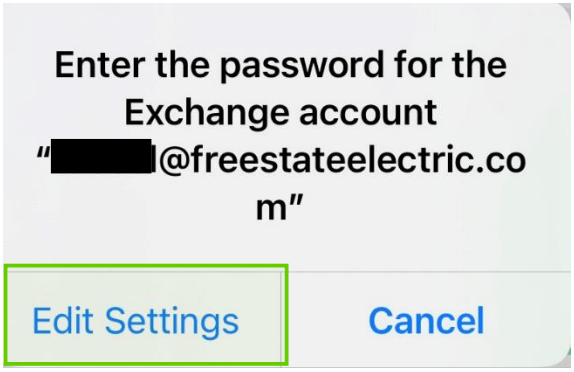
Step 5:

You should see your freestate email address in the account section, if that is correct, click the button titled “Re-enter Password”



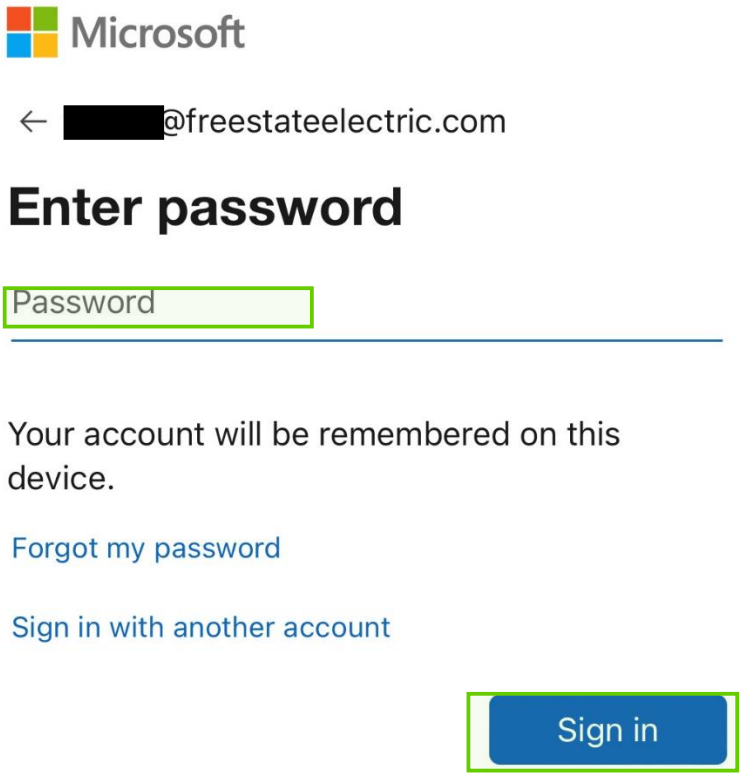
Step 6:

Click on the “Edit Settings” button.



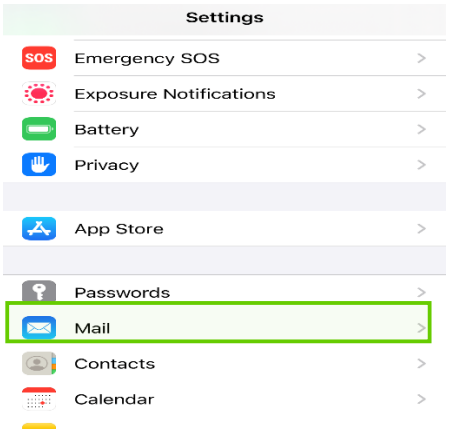
Step 7:

Enter your Freestate domain password below and click “Sign in”



Step 8:

Return to settings and click on the “Mail” button.

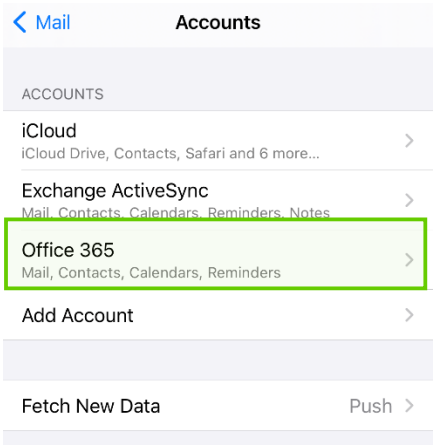


Step 9:

Click on the “Accounts” button.

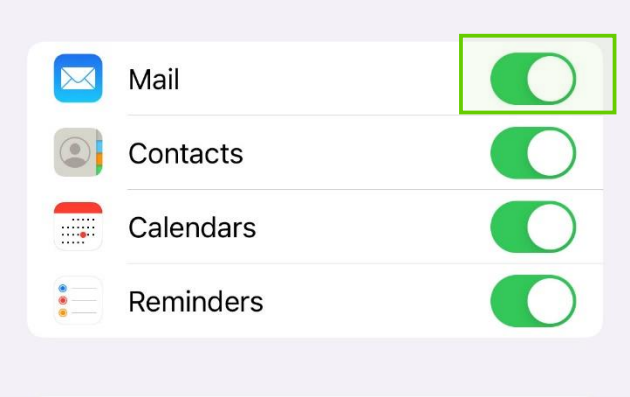
Step 10:

Click on the button labeled “Office 365”.



Step 11:

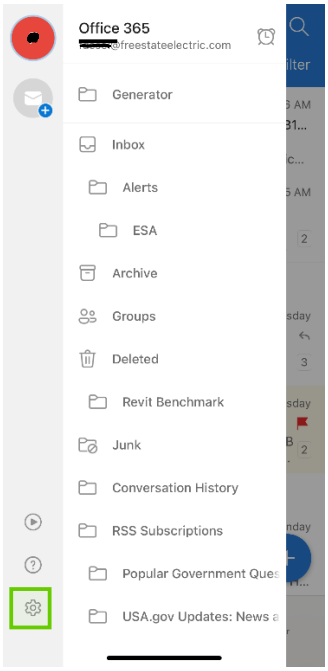
Click on the slider next to the “Mail” button, Disabling it.



IF YOU USE THE OULOOK IOS APP FOR MAIL, PLEASE CONTINUE USING THE FOLLOWING STEPS

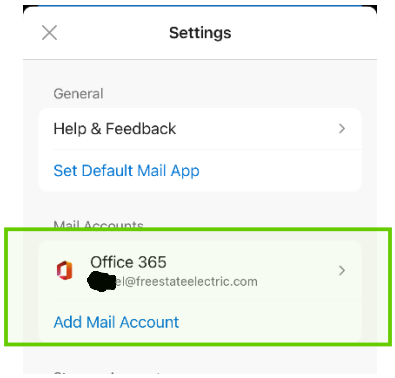
Step 8:

Click the gear icon in the bottom left of your outlook.



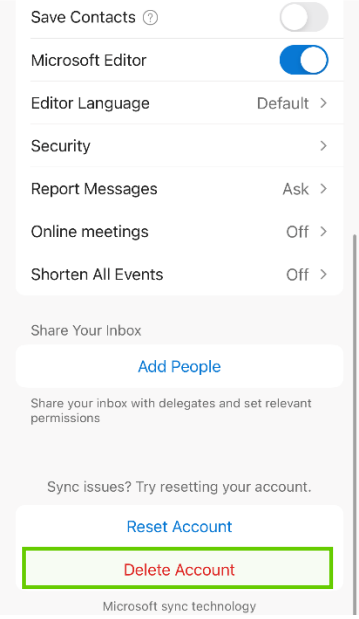
Step 9:

There should a button where Office 365 is called either “Exchange” or “Exchange Active Sync”, click whichever one of those you have.



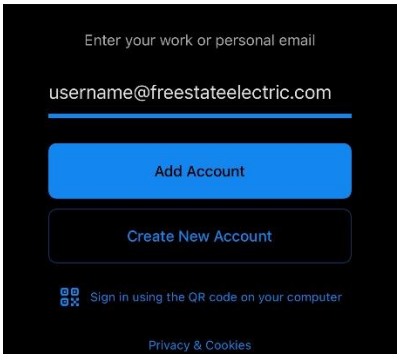
Step 10:

Scroll down until you see “Delete Account” then click the button that says “Delete” that pops up after. You are done with Outlook and can now return to your home screen.



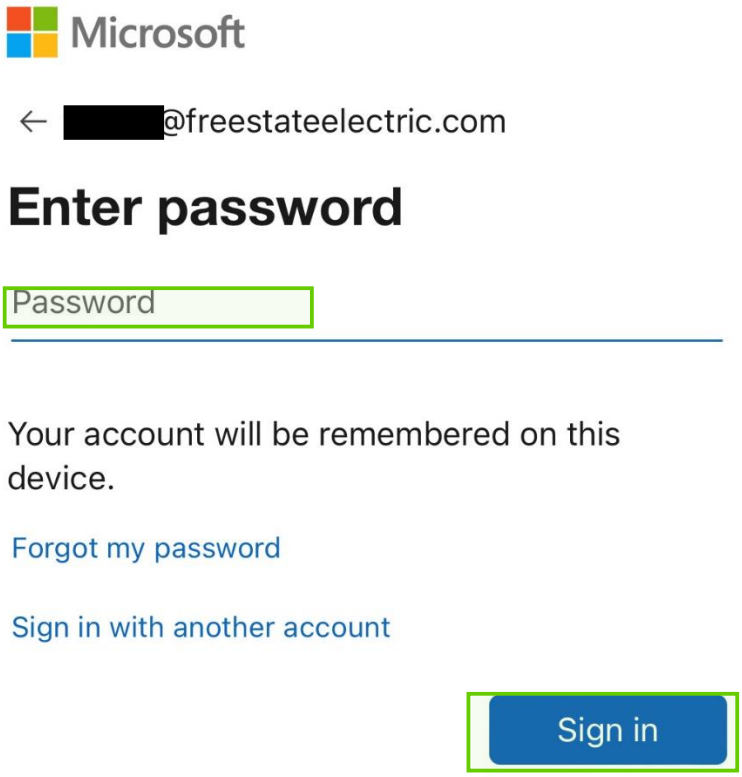
Step 11:

Now login to your freestate account in Outlook.



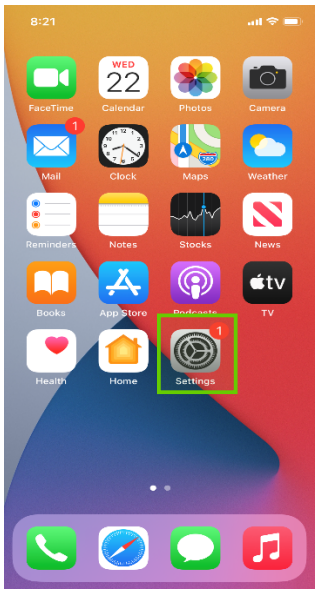
Step 12:

Enter your Freestate domain password below and click “Sign in”



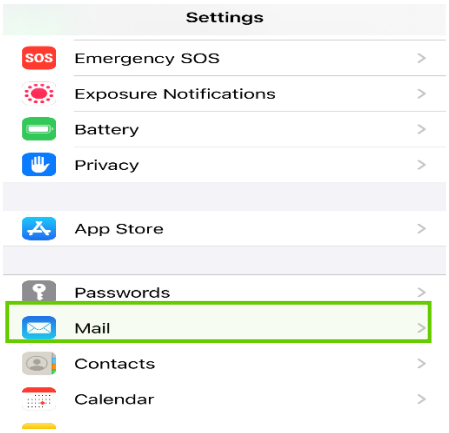
Step 13:

Open the “settings” app on your IOS device.



Step 14:

Scroll down and click the “Mail” option.

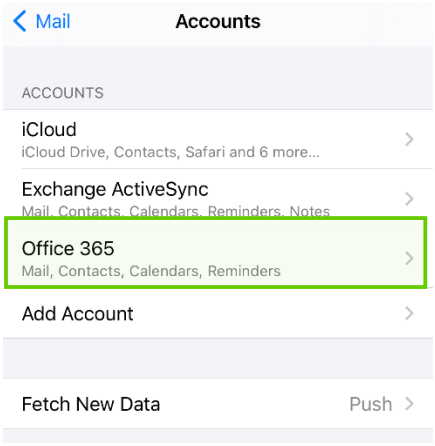


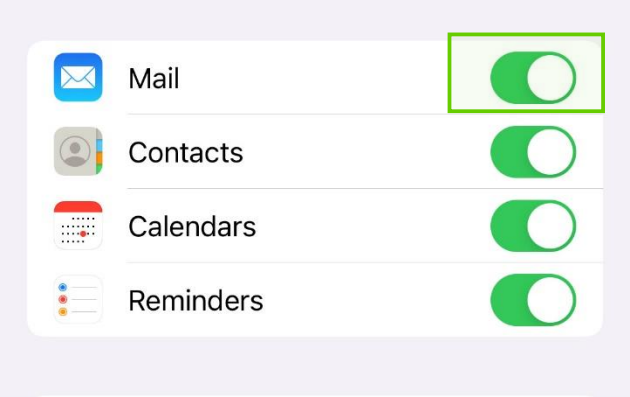
Step 15:

Click on the “Accounts” button.

Step 16:

Click on the button labeled “Office 365”.



Step 17:

Click on the slider next to the “Mail” button, Disabling it.