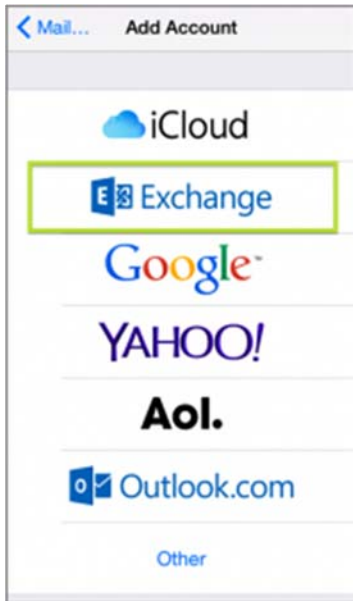


# LifeWays Mail Setup on iOS Devices (iPhone or iPad)

1. Go to **Settings**.
2. Go to **Mail, Contacts, Calendars**.
3. Under Accounts, tap **Add Account**



4. Then go to **Microsoft Exchange**.

5. Type your **firstname.lastname@lifewayscmh.org** and password.
6. Description: Type in LifeWays365 and tap **Next**.

Verizon LTE 1:51 PM 62%

Cancel Exchange Next

Email jane.doe@lifewayscmh.org

Password ●●●●●●●●

Description LifeWays365

Exchange Device ID  
M8DCSMP8DH2LDBFFR6JCB3084C

**If you are prompted for additional settings, see below:**

**Email:** firstname.lastname@lifewayscmh.org

**Server:** outlook.office365.com

**Domain:**

**Username:** firstname.lastname@lifewayscmh.org

**Password:** yournetworkpassword

Verizon LTE 1:55 PM 61%

Cancel Exchange Save

Email jane.doe@lifewayscmh.org

Server outlook.office365.com

Domain Optional

Username jane.doe@lifewayscmh.org

Password ●●●●●●●●

Description LifeWays365

Exchange Device ID  
M8DCSMP8DH2LDBFFR6JCB3084C

If your account has been setup properly, you will see blue check marks briefly appear next to the items as shown below:

Verizon LTE 2:29 PM 59%

Cancel Exchange Next

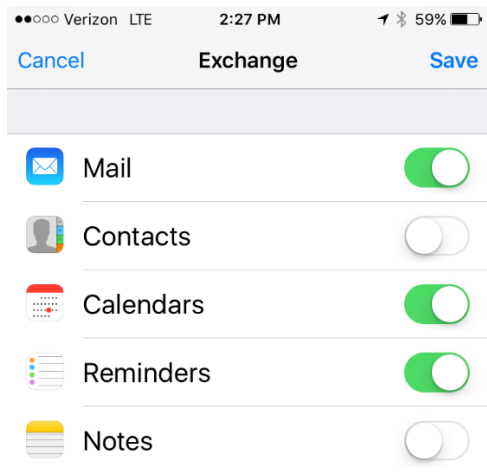
Email steven.dunning@lifewayscmh.org ✓

Password ●●●●●●●● ✓

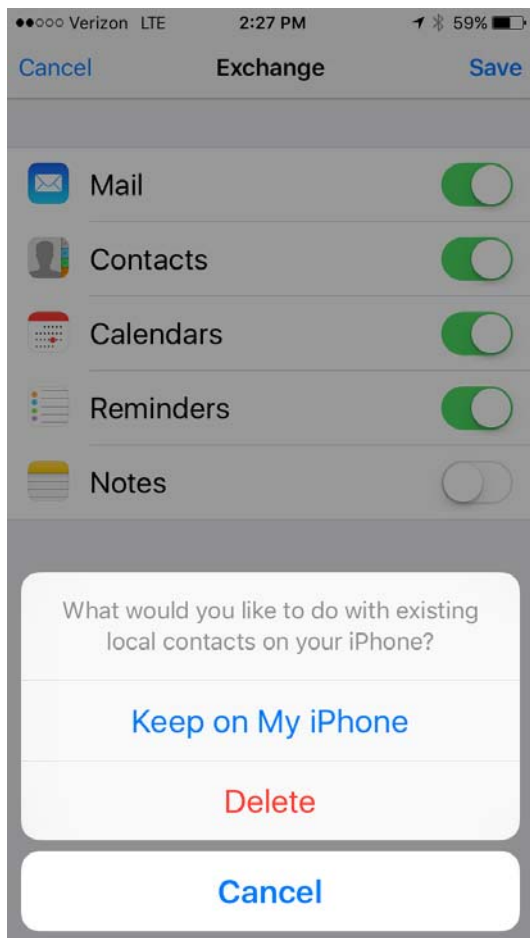
Description LifeWays365 ✓

Exchange Device ID  
M8DCSMP8DH2LDBFFR6JCB3084C

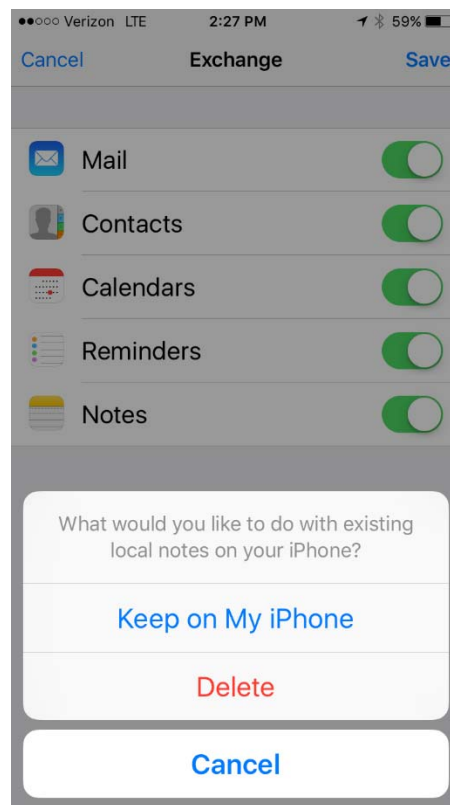
The following page will then appear:



By default, **Mail, Contacts, and Calendar** information should be synchronized. If they are not already Green, slide the option to set it to Green, then Tap **Save**.



When you turn an item on to Green such as Contacts like you see here, you will get the options at the bottom of the page. Select "Keep on My iPhone".



Same here if you turn on Notes, you will get the same options at the bottom of the screen. Again, select "Keep on My iPhone".

**AT A MINIMUM, YOU WANT MAIL, CONTACTS, AND CALENDARS TURNED ON SO THAT YOUR OUTLOOK MAIL, CALENDARS, AND CONTACTS SYNCHRONIZE TO YOUR PHONE.**

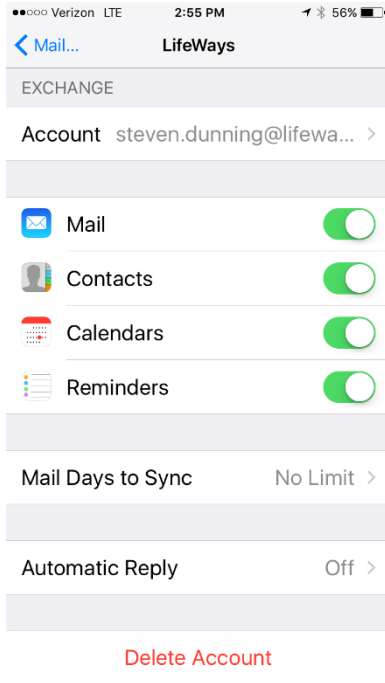
Tap Save.

Your LifeWays Office 365 email account should now be ready!

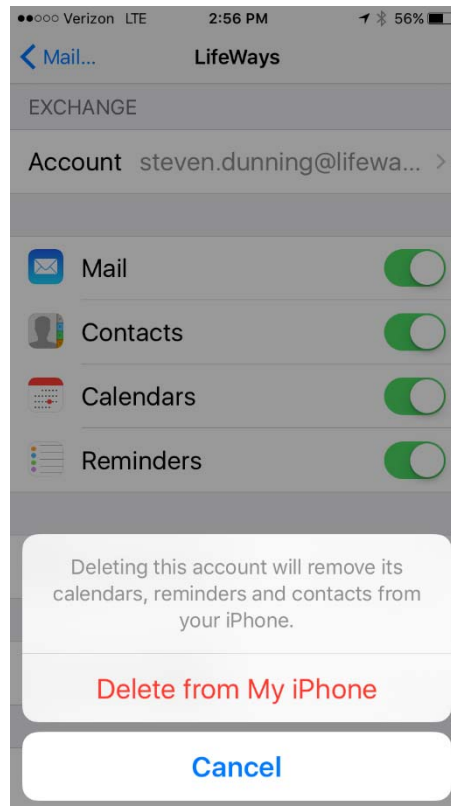
## Deleting the old Account

Once you have successfully added the new LifeWays365 account, perform the following to delete the old account.

1. Go to **Settings**.
2. Go to **Mail, Contacts, Calendars**.
3. Select the Account that is **NOT** LifeWays365. (For some people the old LifeWays account might be “LifeWays”, “Exchange”, or “Work”)



4. Select “Delete Account” at the bottom of the page.



5. Select “Delete from My iPhone” to confirm deletion from the phone.

Your old account has now been removed.