Office 365 at TCCS
Iphone Email Setup

Step 1: Open Settings

Step 2: Depending on your version of iOS:
  a) iOS 11: Select Passwords and Accounts
  b) iOS 10: select Mail
  c) iOS9 and earlier: Select Mail, Contacts

Step 3: Delete your existing work email account then add a new account (select Exchange as the account type)

Step 4: Add a new account (select Exchange as the account type)

Step 5: Enter your email address (firstnamelast initial@claremont.edu) and TCCS password in the format below and then hit next.
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Step 6: Select Sign In

![Image of iPhone email setup]  
**Email**: josep@claremont.edu  
**Description**: Exchange

- **Sign in to your “claremont.edu” Exchange account using Microsoft?**  
  Your email address will be sent to Microsoft to discover your Exchange account information.

- **Configure Manually**

- **Sign In**

Step 7: Enter your password again and tap sign in. Your email should now be connected and configured. Choose "accept" in the permissions window.

![Image of iPhone sign in]  
**Enter password**

- **Password**
- **Forget my password**
- **Sign in with another account**

- **Sign In**

Step 8: (optional if application doesn't configure automatically): If the application doesn't connect it will require manual settings. Please input the below your information in the same fashion as the screenshot below where the email address is (firstnamelast initial@claremont.edu) the server is outlook.office365.com, and the username and password are those you use to login.