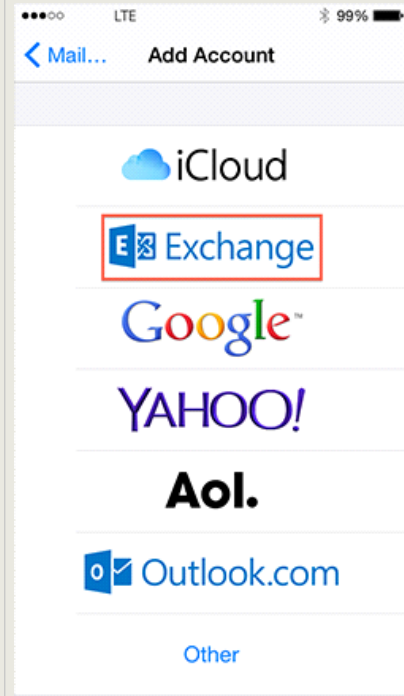# iPhone/iPad Exchange Settings
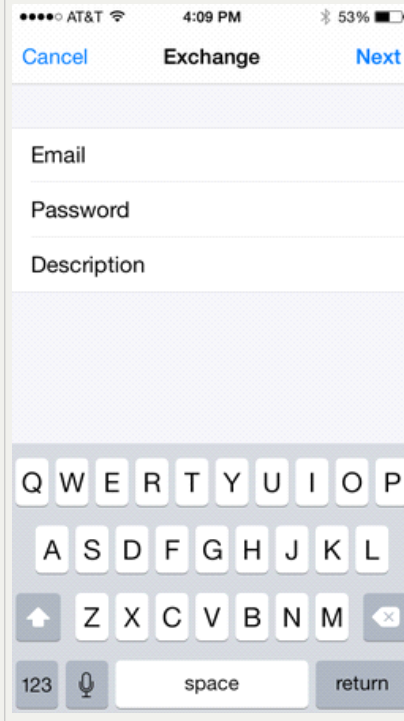
NOTE: The add account process may look slightly different depending on your iOS version. Instructions below were created using iOS 9 on an iPhone 6.

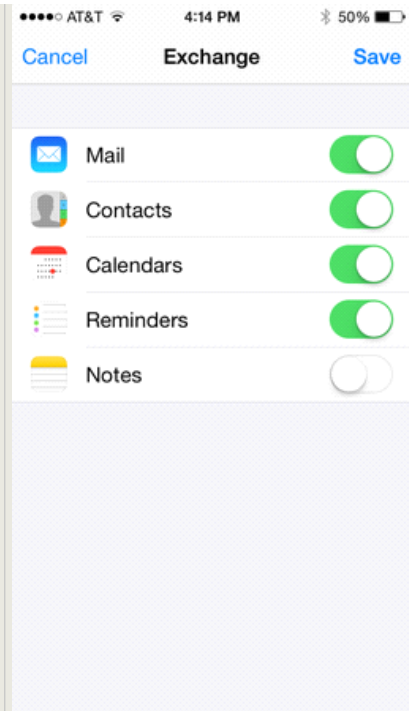|	
1.) Under the **Settings** menu, tap **Mail, Contacts, Calendars** and tap **Add Account**.	
2.) Tap **Exchange**.	
3.) Enter your **Email** and your network **Password**.	

4.) Select the Exchange items you would like to sync with your device.

5.) If you are presented with this screen, make sure your information matches the following:
Email: **firstname.lastname@mcsbfl.us**
Server: **outlook.office365.com**
Domain: **(leave blank)**
Username: **firstname.lastname@mcsbfl.us**
Password: **Your Network Password**