iPhone or iPad Exchange Email Setup   8/2020

These instructions pertain specifically to devices with Apple Operating systems **iOS 11 or newer.**
Older versions will have **Mail, Contacts, and Calendars** in different places, but the email settings are the same.

Click here to for instructions on changing the United email password stored on this device.

The views on your device may vary slightly.

From the home screen select **Settings.**
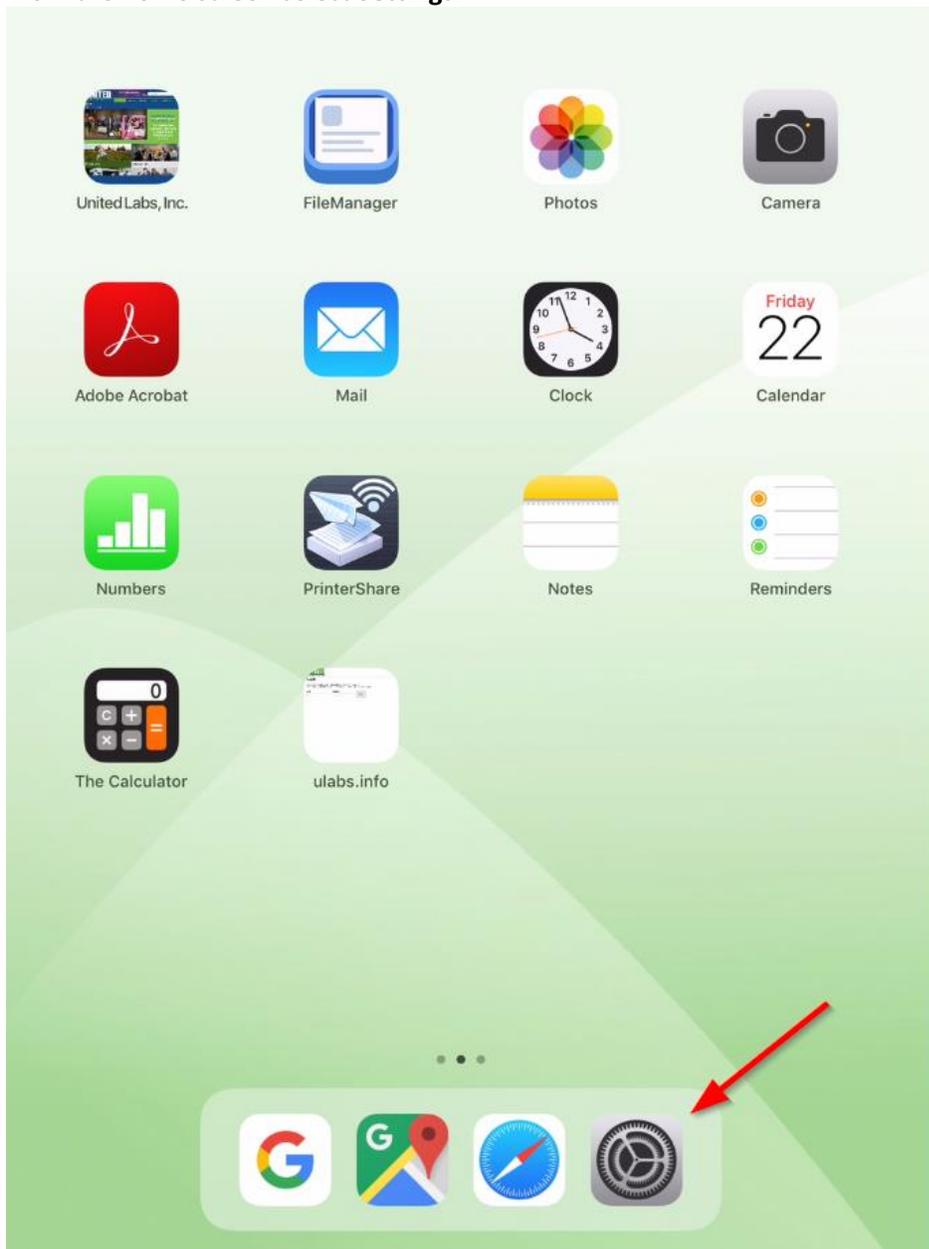
Select **Passwords and Accounts**.
Select **Add Account.**

Settings		Passwords & Accounts	
🔔 Notifications		🔑 Website & App Passwords	1 >
🔊 Sounds		⌨️ AutoFill Passwords	🟢
🌙 Do Not Disturb			
⧗ Screen Time		ACCOUNTS	
		▓▓▓▓ ▓▓▓▓▓▓	
⚙️ General		▓▓▓▓▓	
⚏ Control Center		Add Account	>
AA Display & Brightness			
🏠 Home Screen & Dock		Fetch New Data	Push >
♿ Accessibility			
🌸 Wallpaper			
🔵 Siri & Search			
👆 Touch ID & Passcode			
🔋 Battery			
✋ Privacy			
🅰️ iTunes & App Store			
💳 Wallet & Apple Pay			
🔑 Passwords & Accounts			
✉️ Mail			
👤 Contacts			
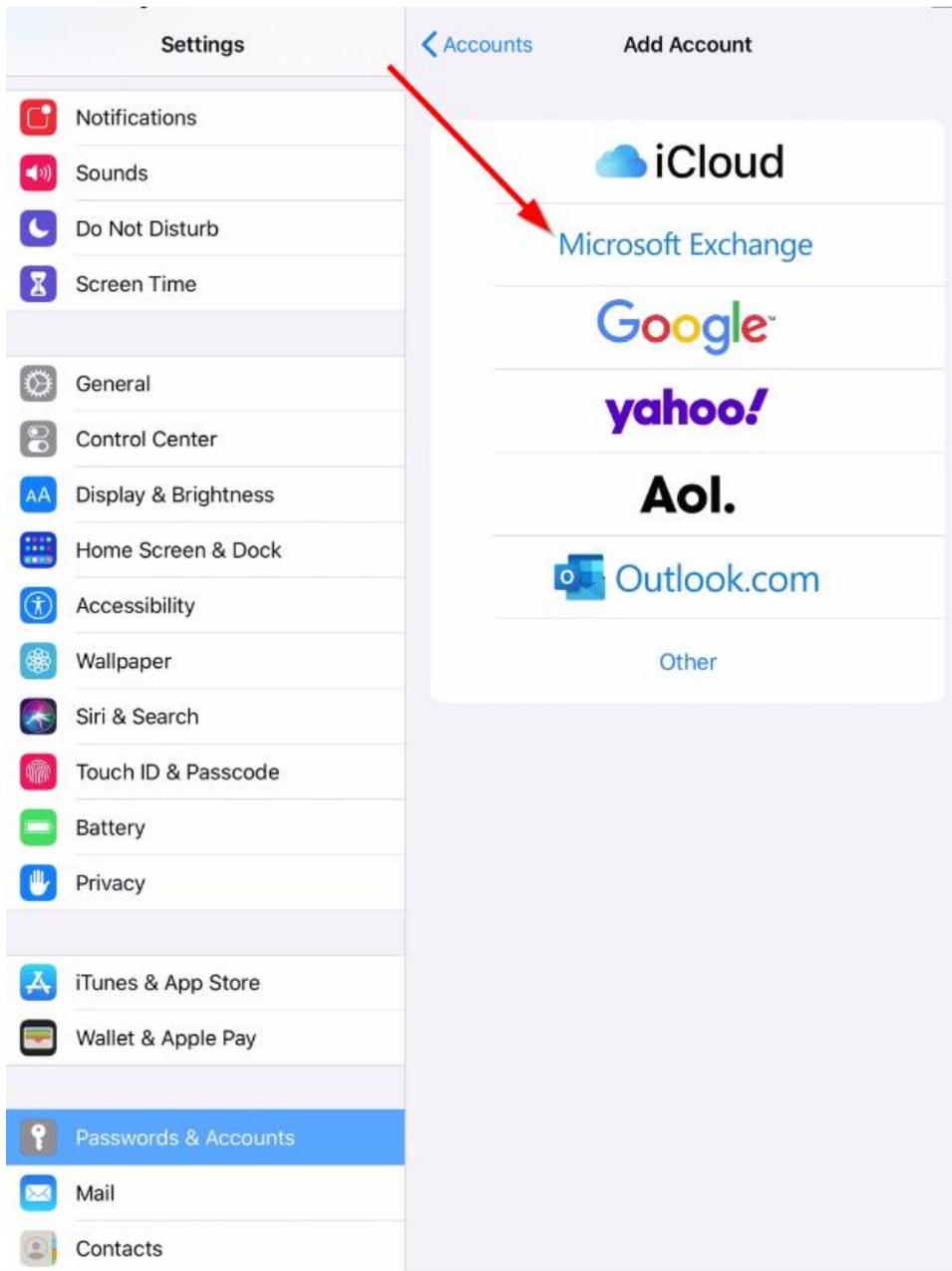
Select **Exchange**:

Enter your entire email address.
Give this account a name. It will default to "Exchange", but it can be anything you want.
Select **Next.**
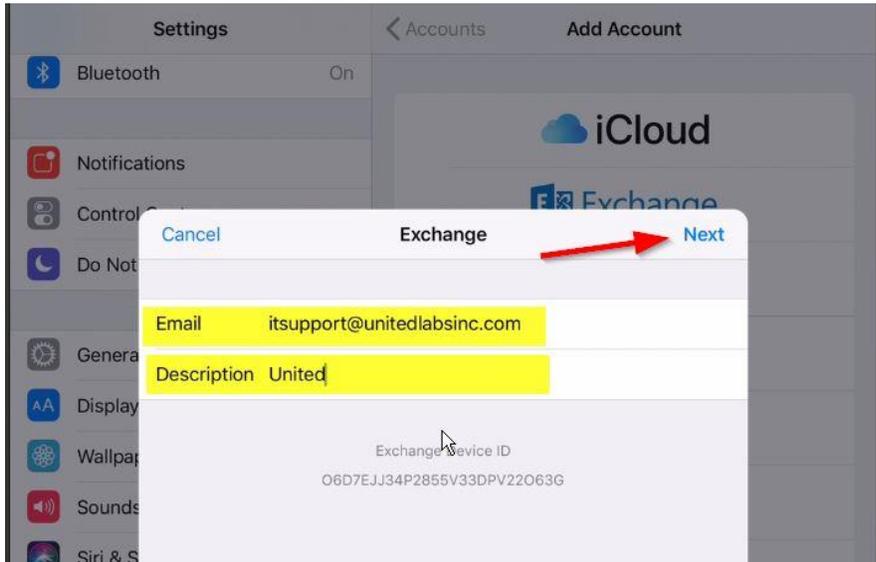
At the next selection window select **Sign In**:
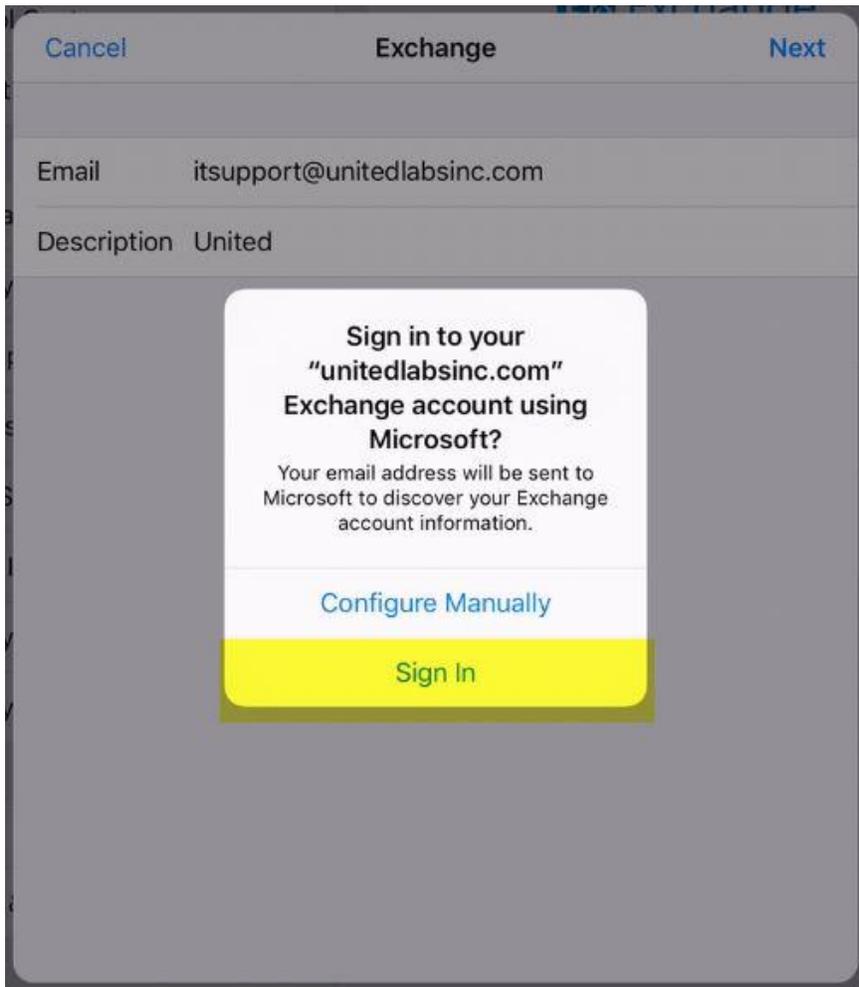
You will now be prompted for your password.

You may momentarily see check marks appear next to the fields you just entered.

Eventually you will see a number of switches next to the items that you want to synchronize on your device.

If you see any other screen, something is not entered correctly. Start over.
Choose which items you would like, or leave them all on.
Select **Save**.
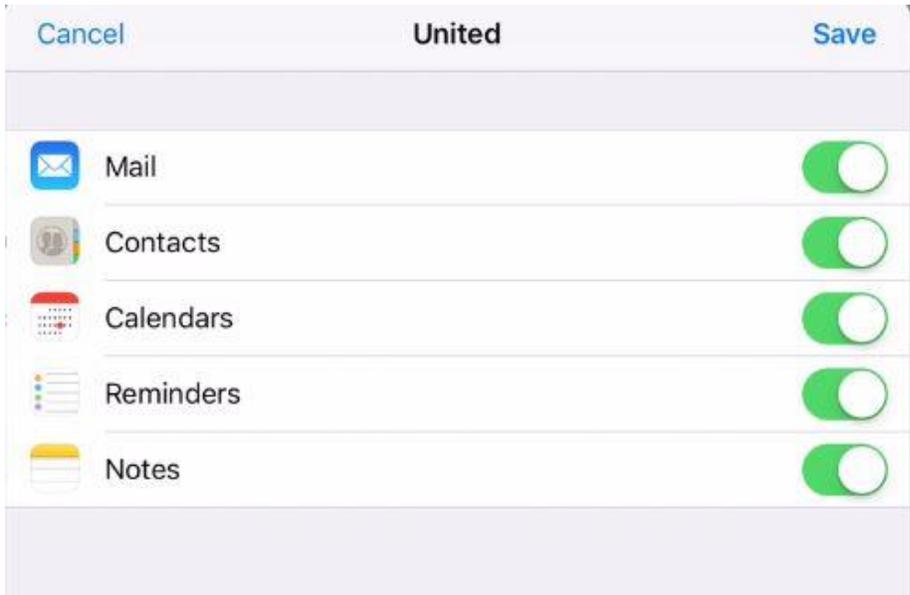
When you are done you should see your new account listed on the **Passwords** and Accounts screen.
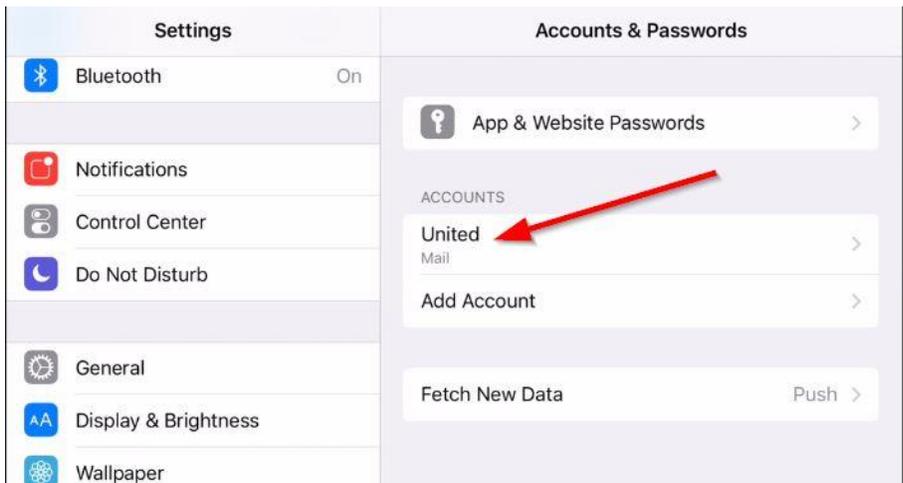
It may still take a few minutes for your Exchange email to appear fully on your device.

You can delete an account or change the settings for an account by selecting it from the above screen, and then from the **Accounts** screen:
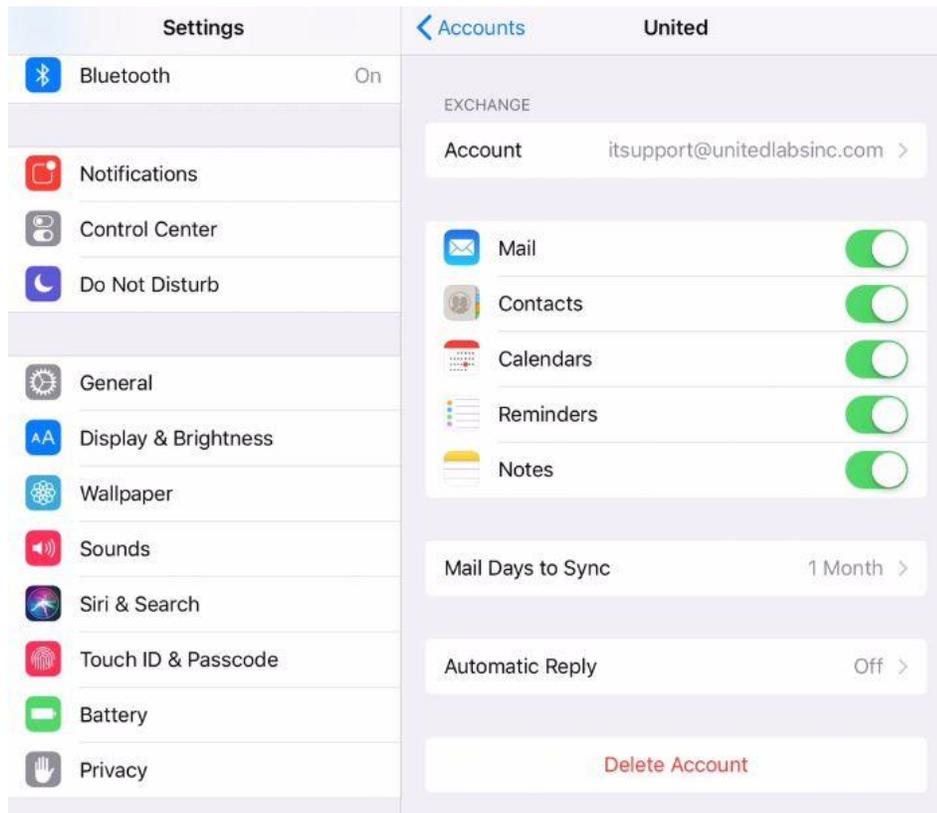
This is synchronizing **Mail, Contacts, Calendars, Reminders,** and **Notes**.

It is only showing mail that is 1 month old or newer.

Changing the United email password stored on this device

From the home screen select **Settings.**

Select **Passwords and Accounts**.
Select the United email account:
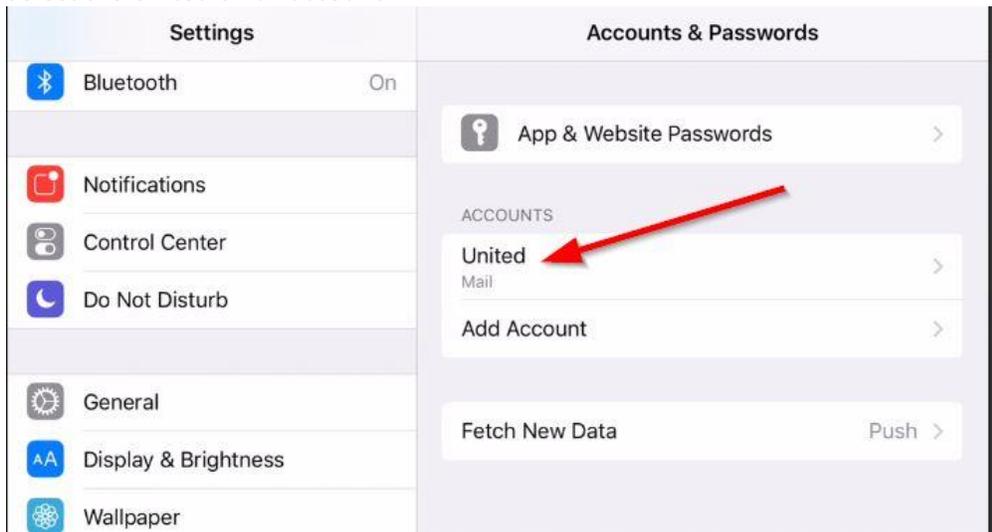
Select it again:
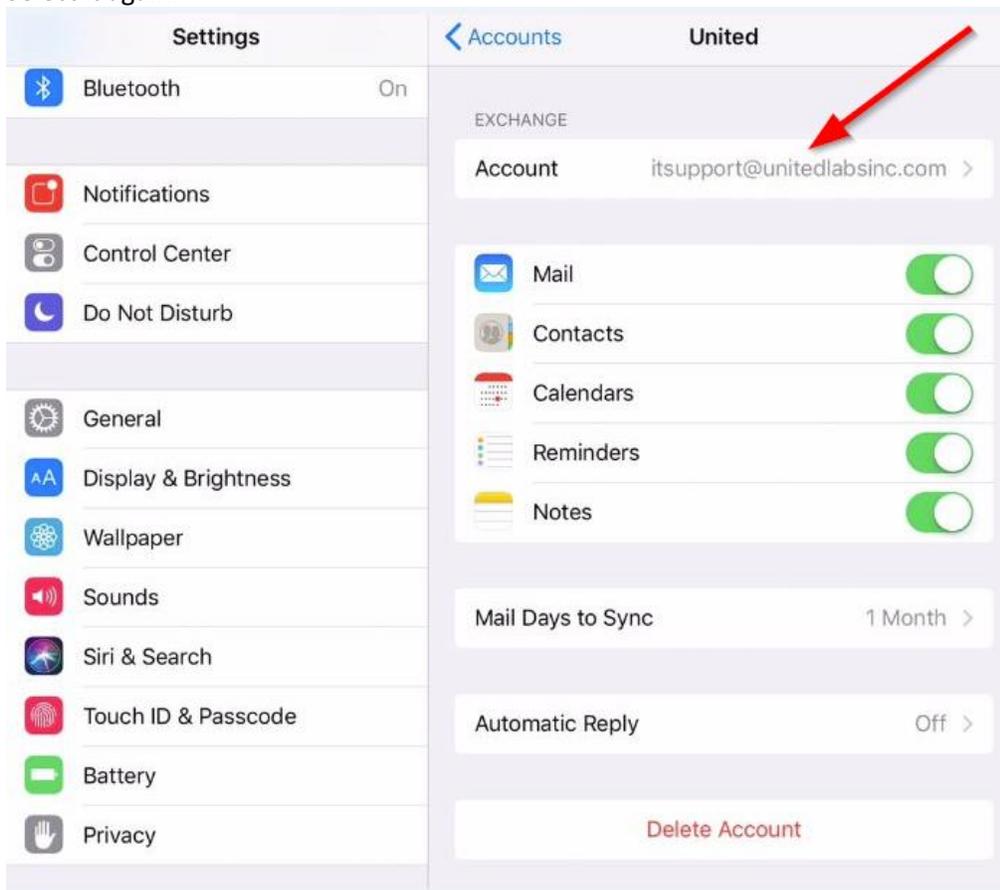
Enter your password and **Done**: