

# How To Remove Old Email Account and Add New Office 365 Email Account on iPhone

## Delete Old Account

Settings>Passwords & Accounts>Select the old Park Ridge email account>Delete (found at the bottom of the screen)

## Set up an Office 365, Exchange, or Outlook.com email in the iOS Mail app

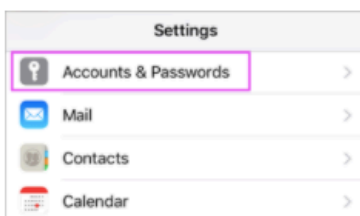
Details on how to do this can be found at this website: <https://support.office.com/en-us/article/set-up-email-using-the-ios-mail-app-7e5b180f-bc8f-45cc-8da1-5cefc1e633d1>

Below are screenshots of how to do this:

1

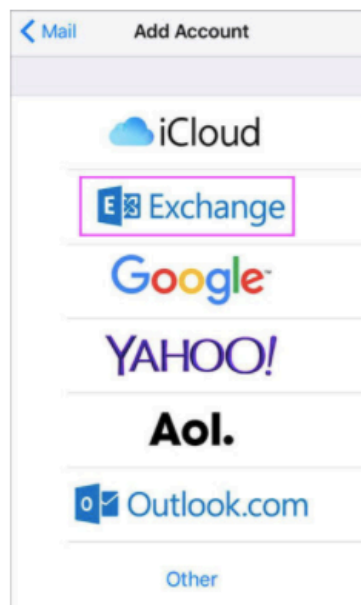
Go to your iPhone or iPad's **Settings** > scroll down and tap **Accounts & Passwords** > **Add Account**.

**Note:** If you're on iOS 10, go to **Mail > Accounts > Add Account**.



2

Select **Exchange**.

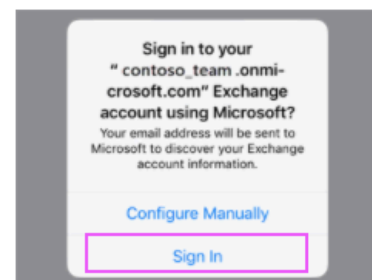


3

Enter your Microsoft 365, Exchange, or Outlook.com email address and a description of your account. Tap **Next**.

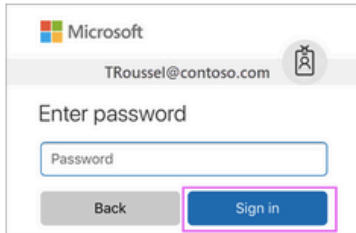


Tap **Sign In**.



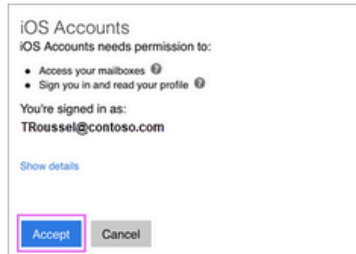
4

Enter the password associated with your email account. Tap **Sign in** or **Next**.



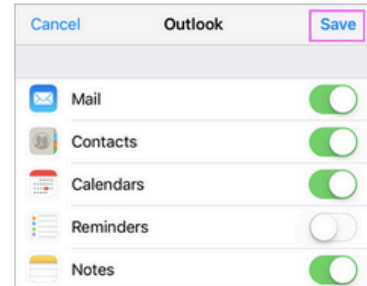
5

The Mail app may request certain permissions. Tap **Accept**.



6

Choose the services you want to sync with your iOS device and tap **Save**. You're done!



### Basic instructions for adding Outlook 365 to iPhone:

1. **Settings > Passwords & Accounts > Add Account**
2. Choose **Microsoft Exchange**
3. Enter full email address and tap Next
4. Tap the **Sign In** button
5. If prompted for the domain enter parkridge\yourusername
6. Tap Work or school account
7. Enter password and tap Sign in
8. Tap **Save**