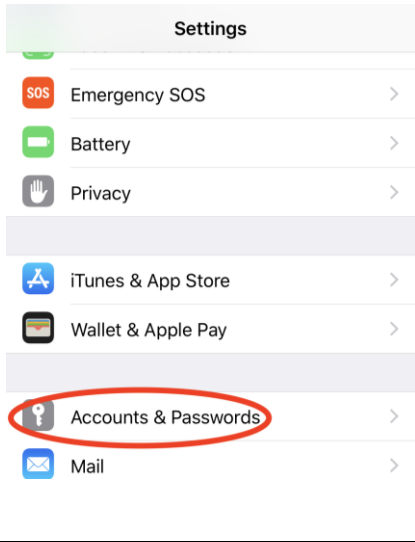

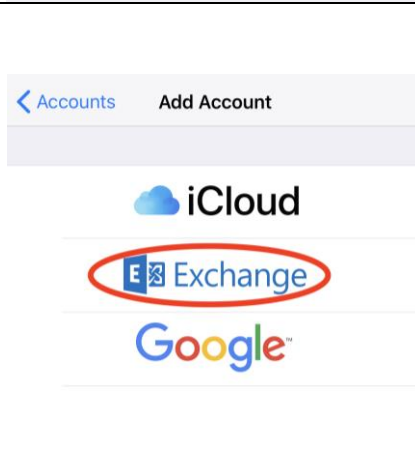
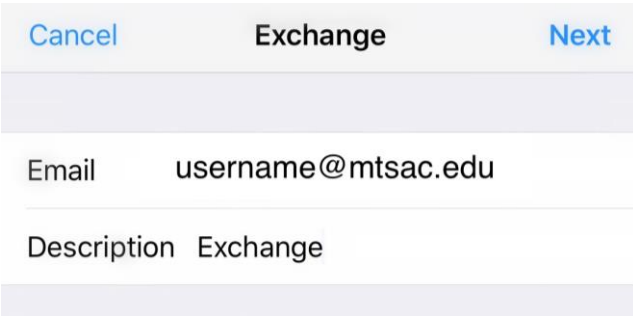
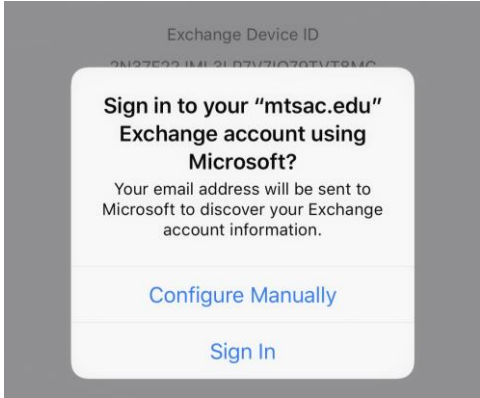
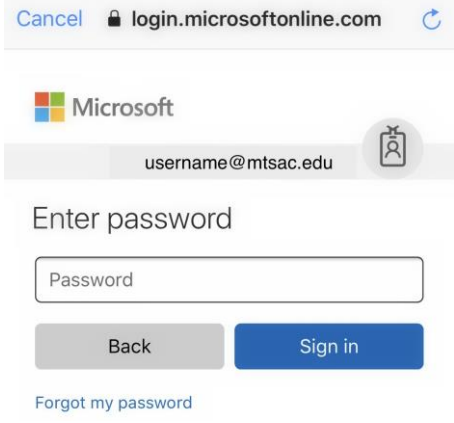
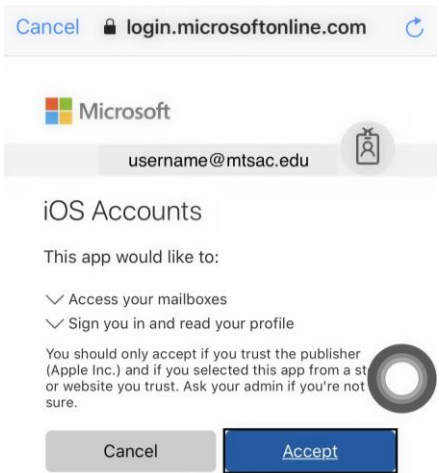


iOS Outlook Exchange

<p>1. Go into your settings and select Accounts & Passwords</p>	 <p>The screenshot shows the 'Settings' app on an iOS device. The 'Accounts & Passwords' option is highlighted with a red circle. Other visible options include Emergency SOS, Battery, Privacy, iTunes & App Store, and Wallet & Apple Pay.</p>
<p>2. Click Add Account</p>	 <p>The screenshot shows the 'Accounts & Passwords' section of the Settings app. The 'Add Account' option is highlighted with a red circle. Other visible options include App & Website Passwords, iCloud, Gmail, and Fetch New Data.</p>
<p>3. Select Exchange</p>	 <p>The screenshot shows the 'Add Account' screen in the Settings app. The 'Exchange' option is highlighted with a red circle. Other visible options include iCloud and Google.</p>

<p>4. Enter your MyPortal <i>username@mtsac.edu</i>, then click in the description box and then click Next</p>	 <p>A screenshot of an iOS 'Exchange' account setup screen. At the top, there are three buttons: 'Cancel' (blue), 'Exchange' (black), and 'Next' (blue). Below this is a form with two fields: 'Email' containing 'username@mtsac.edu' and 'Description' containing 'Exchange'. The background is a light gray.</p>
<p>5. Select Sign In</p>	 <p>A screenshot of a white dialog box on a gray background. The title is 'Exchange Device ID' with a long alphanumeric string below it. The main text asks to 'Sign in to your "mtsac.edu" Exchange account using Microsoft?' and explains that the email address will be sent to Microsoft to discover account information. There are two buttons at the bottom: 'Configure Manually' (blue) and 'Sign In' (blue).</p>
<p>6. Next enter your MyPortal password</p>	 <p>A screenshot of the Microsoft login page in a mobile browser. The address bar shows 'login.microsoftonline.com'. The Microsoft logo is at the top left. Below it is a text field containing 'username@mtsac.edu' with a user icon to its right. The main heading is 'Enter password' above a password input field. There are 'Back' and 'Sign in' buttons at the bottom, along with a 'Forgot my password' link.</p>
<p>7. Then click Accept to the required permissions</p>	 <p>A screenshot of the 'iOS Accounts' permission screen. It shows the Microsoft logo and the email 'username@mtsac.edu'. The heading is 'iOS Accounts' and it asks 'This app would like to:'. There are two checked items: 'Access your mailboxes' and 'Sign you in and read your profile'. A warning message states: 'You should only accept if you trust the publisher (Apple Inc.) and if you selected this app from a store or website you trust. Ask your admin if you're not sure.' There are 'Cancel' and 'Accept' buttons at the bottom.</p>

8. Lastly, click on **Save**

