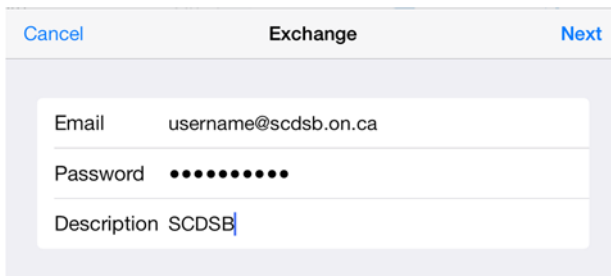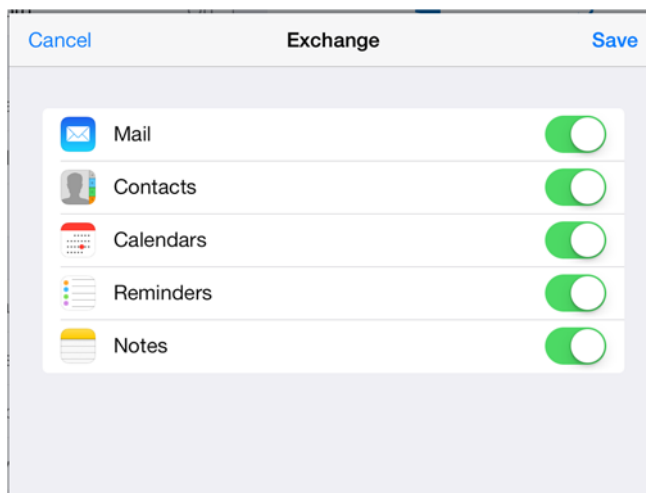# Setting up Office 365 on an iPhone/iPad

- Go to "Settings" – "Mail, Contacts, Calendars"
- Choose "Add Account" and choose "Exchange"
- Fill in the following Information:
  - Enter your SCDSB e-mail address
  - Enter your SCDSB password for the e-mail.
  - Enter a Description such as SCDSB or leave the default.

- Click "Next" – Verifying will begin.
- Leave the settings for Mail, Contacts, Calendars, Reminders and Notes and click "Save"

Account will now be added and e-mail will now work on your iDevice.

Another option that is available is an App call "OWA for iPhone" by Microsoft. Either search the App Store or browse using your iDevice to the following link: https://itunes.apple.com/ca/app/owa-for-iphone/id659503543