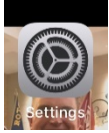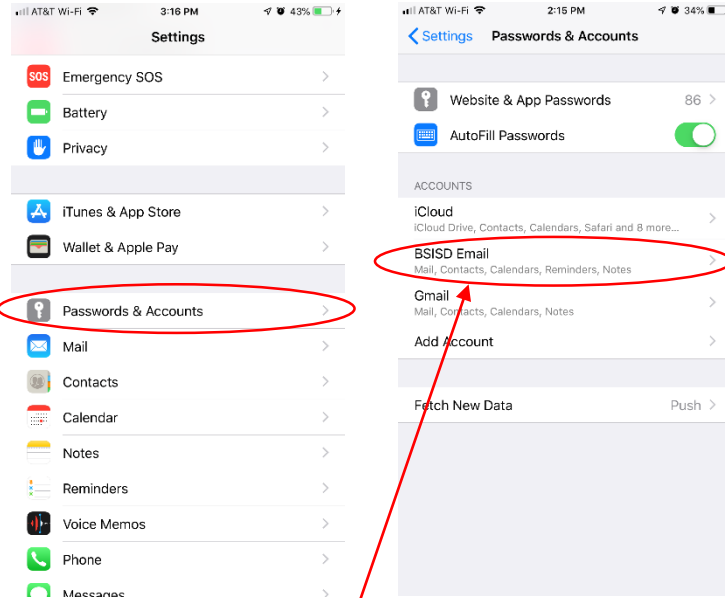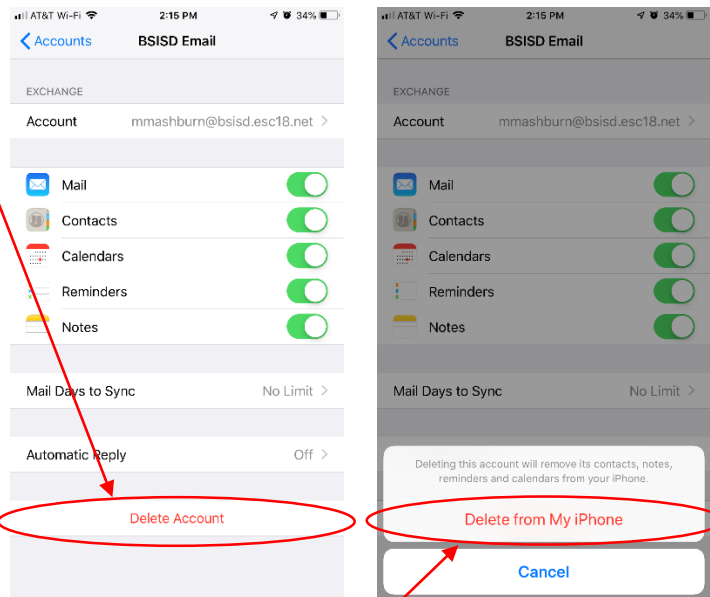# Changing Email on iPhone after Office 365 Migration

1. Open Settings App

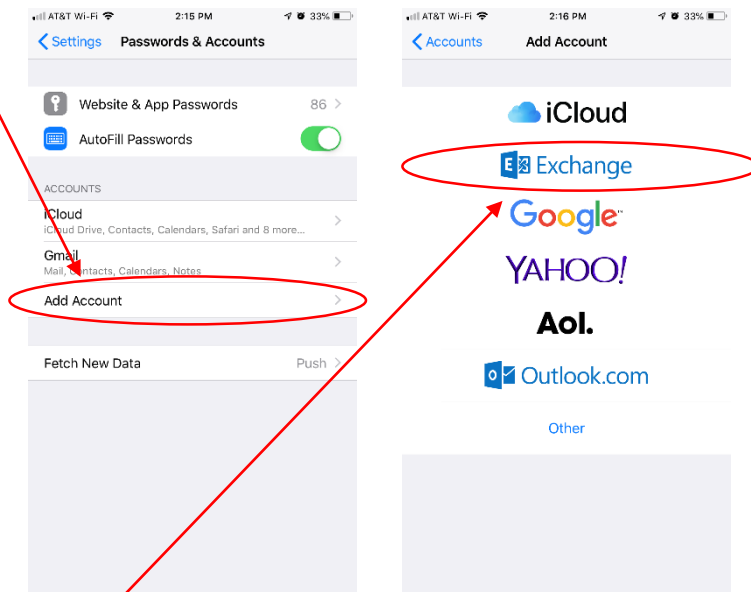2. Scroll down to find *Passwords & Accounts*

3. Select your BSISD district email account
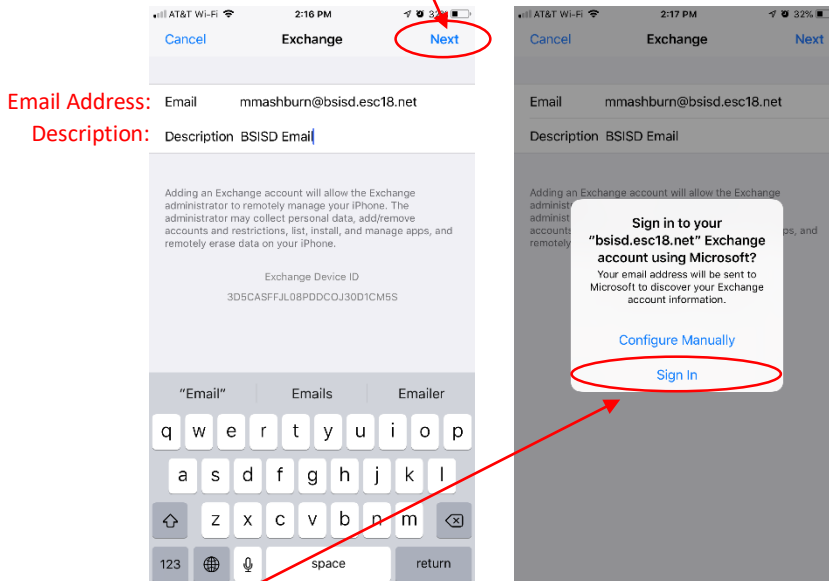4. Scroll down to the bottom and select *Delete Account*

5. Click to confirm *Delete from My iPhone*

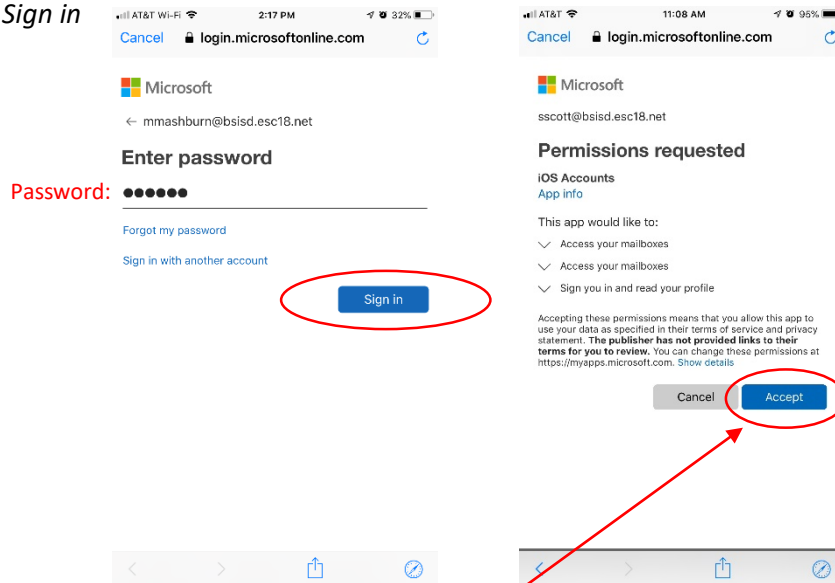6. Back on the Passwords & Accounts page, select *Add Account*

7. Select *Exchange*
8. Enter your district email address in the Email field, enter the description you want for your email in the Description field and click *Next*

Email Address:
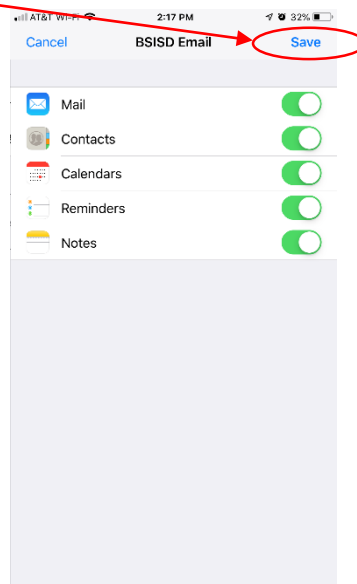Description:

9. Select *Sign In*

10. Enter your network password (what you use to logon your computer)

11. Select *Sign in*

12. Click *Accept* on the Permissions requested page

13. Toggle the services on (green) or off (white) that you want your phone to sync with your district email account and click *Save*

It may take a few minutes for your phone to sync with the server and load your emails and calendar events.