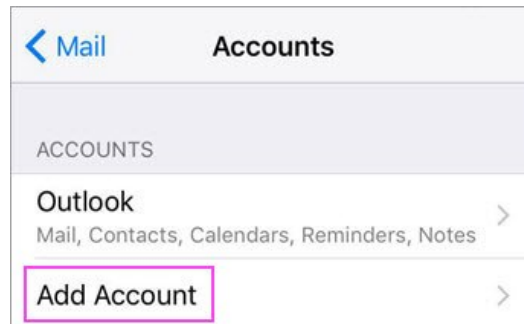
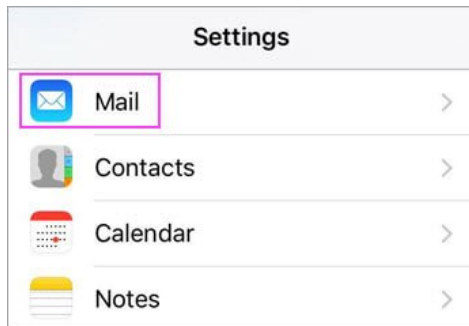


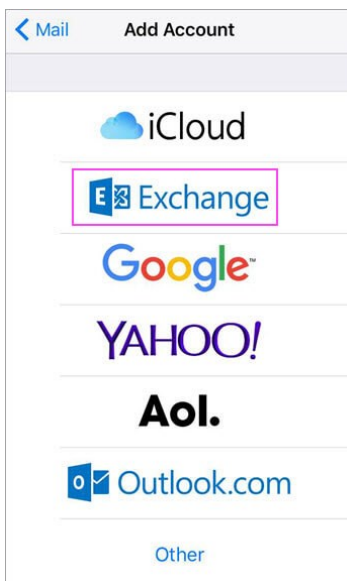
Office 365—Setting up Heartland email on iPhone or iPad

1. Go to your device's **Settings**, scroll down to **Mail**, tap **Accounts >Add Account**.

NOTE: If you have not updated to iOS 10, go to your device's **Settings > Mail, Contacts, Calendars > Add Account**.



2. Select **Exchange**



3. Enter your Heartland email address, password and a description of your account, i.e. work. Then tap **Next**.

Cancel	Exchange	Next
Email	email@example.com	
Password	Required	
Description	My Exchange Account	

Setting up Heartland email on iPhone or iPad

4. If you're prompted to enter server settings, enter the following and tap **Next**.

- Email: your full email address.
- Server: outlook.office365.com.
- Username: your full email address.
- Password: email account password.

NOTE: Double-check that everything is spelled correctly.

5. Outlook may request certain permissions. To agree, tap **Yes**. Then choose the apps you want your email account to sync with your iOS device and tap **Save**.

6. Your email account is now ready for use with the iOS Mail app!