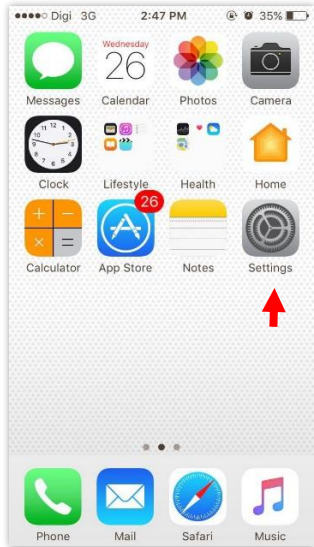


### How to setup Office 365 email in Apple devices

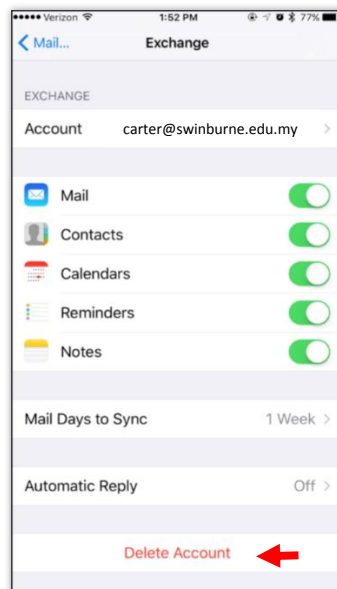
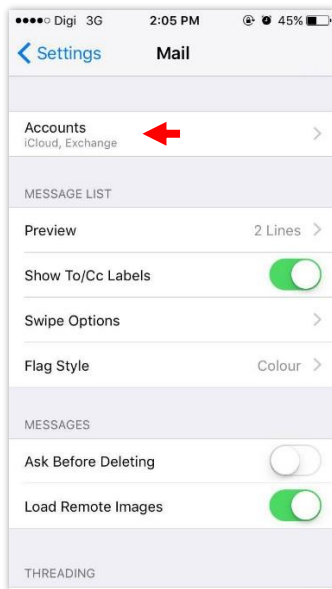
Note : If you have an existing Swinburne Sarawak email configured in your device, please delete your email profile before migrating to Office 365 by following the steps below. For first time email setup, skip to step 2.

### How to delete your existing Swinburne Sarawak email profile

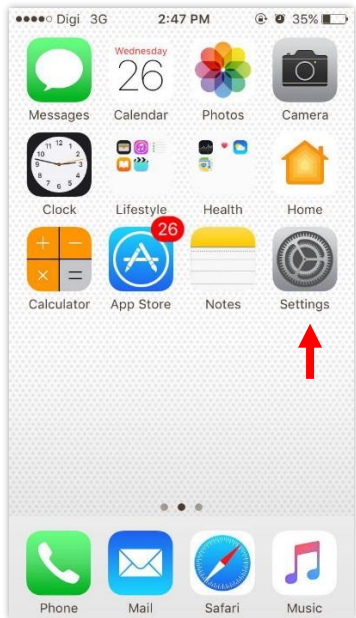
1. Go to phone **Settings**, tap **Mail** & select **Accounts**



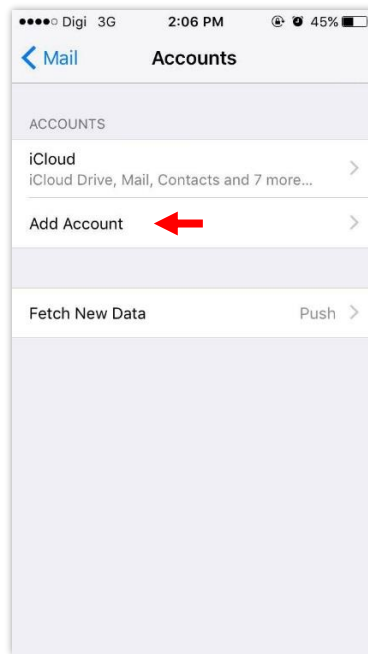
- Tap **Accounts** and select **Delete Account**



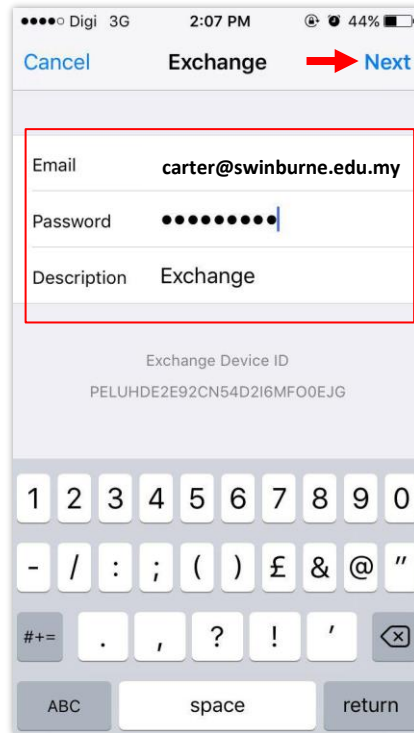
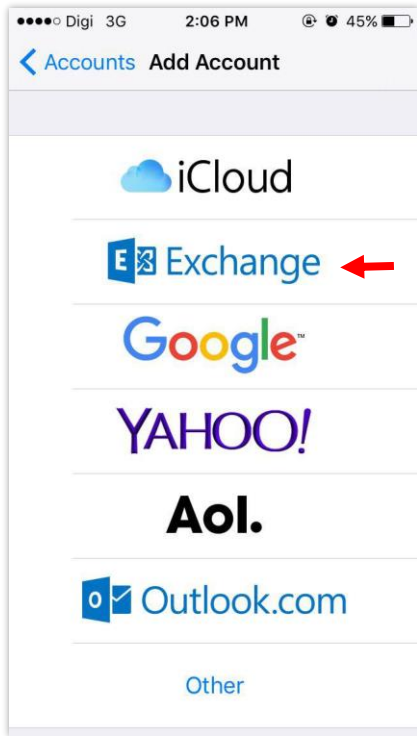
2. Go to phone *Settings* and select *Mail*



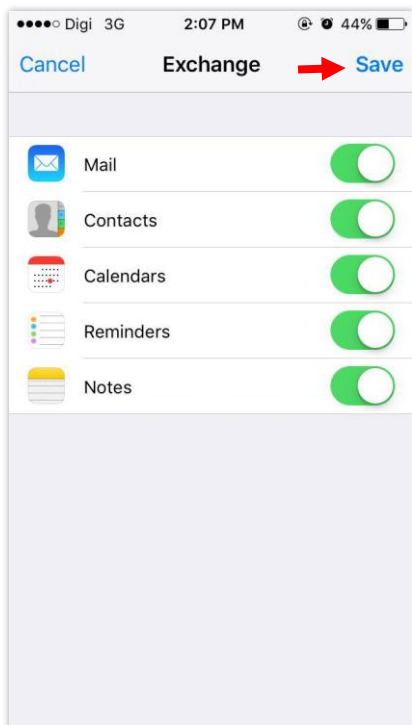
3. Select *Accounts* and *Add Account*



4. Select **Exchange** & enter your **Swinburne Sarawak email address** and **password**. Tap **Next** once done.



5. Once done, select the services you wish to sync then tap **Save**.



6. The services selected are now active and are syncing to your device

