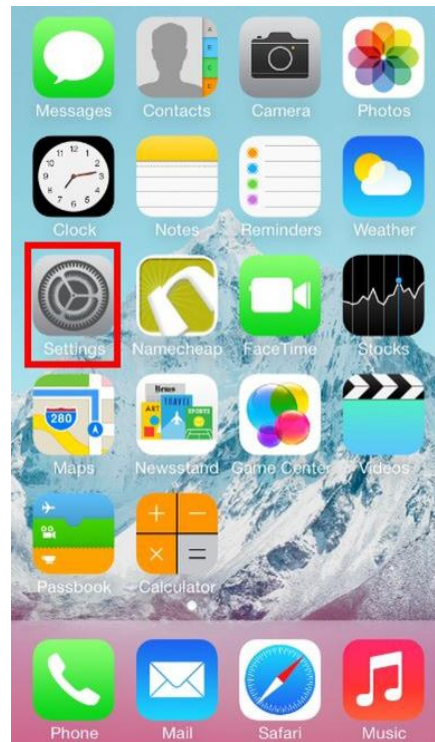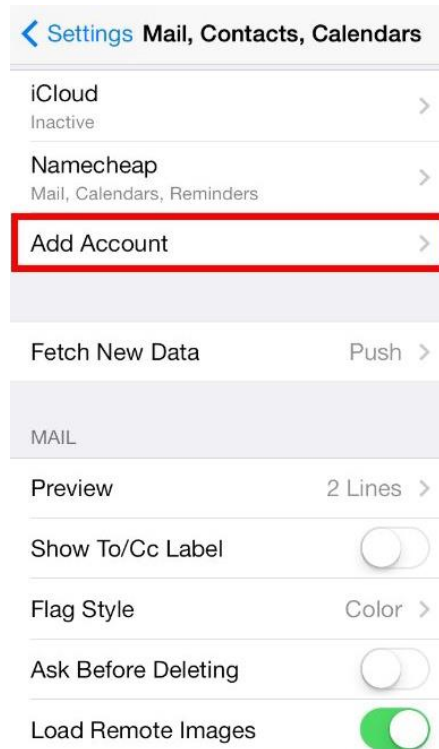**IMORTANT: PLEASE BACKUP YOUR DEVICE BEFORE PROCEEDING WITH THE SETUP**
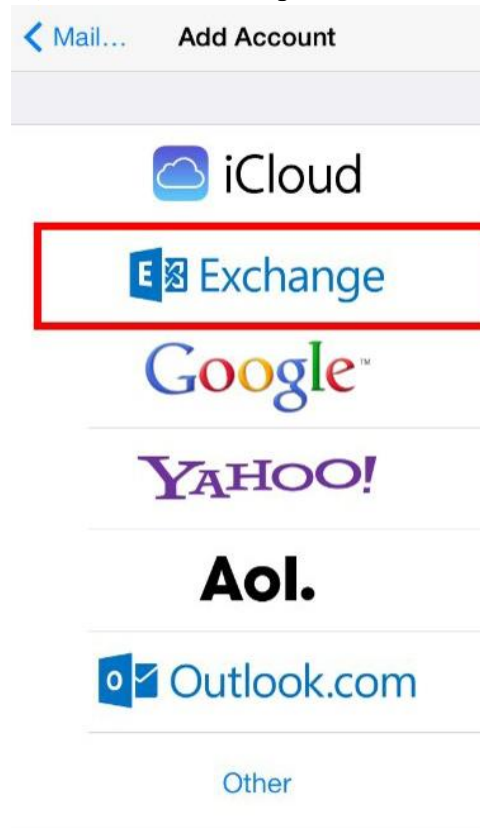
1) Open your device's **Settings**.

2) Select **Mail, Contacts, Calendars**.

3) Choose **Add Account** option.

4) From listed options, please select **Exchange**.

5) Now you need to enter your email address and password you specified earlier when first logged onto Microsoft Office 365.

Cancel	**Exchange**	Next

Email	example@ncsupport.info
Password	••••••••••••••
Description	Exchange

6) System will verify your account's settings

Once account is created you will be able to choose additional settings of the exchange account.

It is possible to enable synchronization for the following services:

-Mail
-Contacts
-Calendars
-Reminders

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7) Select what you want to sync with your phone and then touch save.
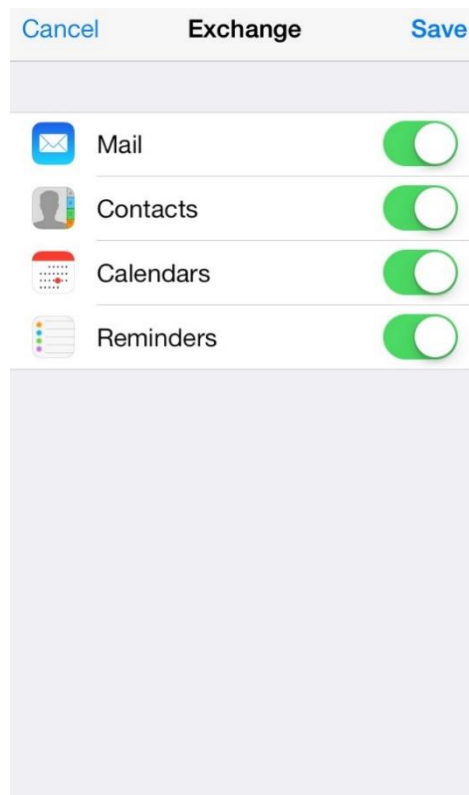
8) The setup is now complete.