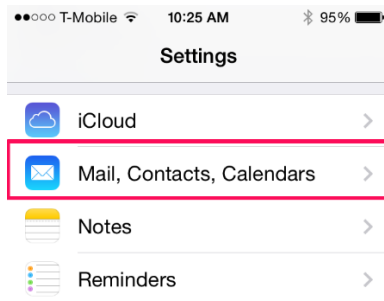


## Apple IOS Setup (iPhone & iPad)

1. On your home screen, tap the **Settings** icon.

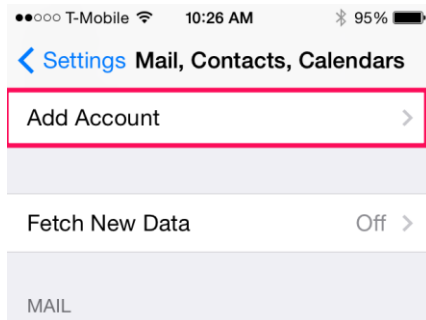


2. Tap **Mail, Contacts, Calendars**.

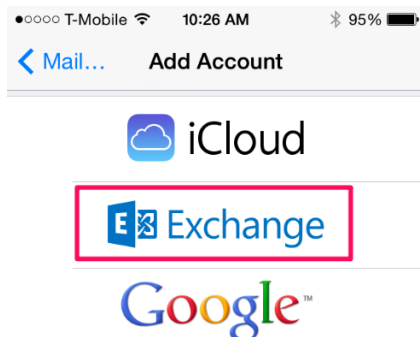


3. Remove **old Fellowship Email Account**

4. Tap **Add Account**.

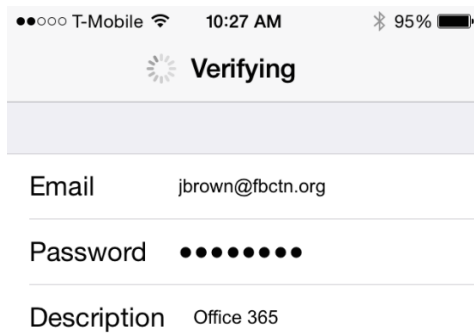


5. Choose **Exchange** as mail type.

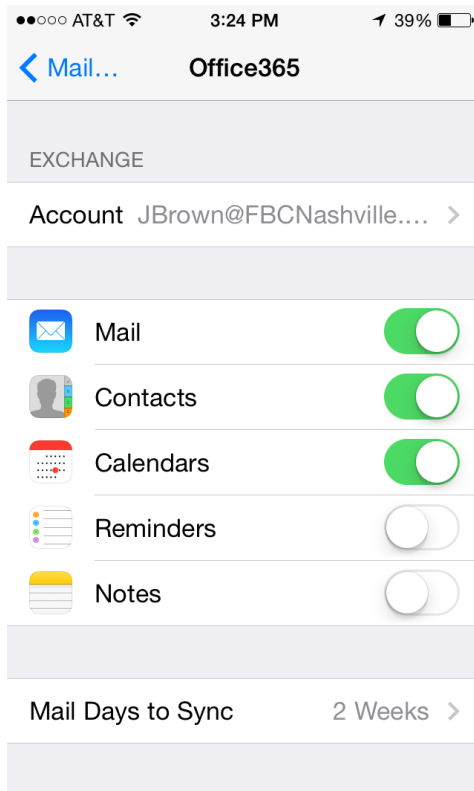


6. Enter your account info

- a. Email: Your fbctn.org email address (e.g. **jbrown@fbctn.org**)
- b. Password: (same current email/network logon **password**)
- c. Description: **Office 365**



7. Decide at this point which apps you choose to sync:



- a.  **Mail** (Recommended)
- b.  **Contacts** (Recommended)
- c.  **Calendar** (Recommended)
- d.  **Notes** (If have “Notes” in Exchange <Check On>; else use with iCloud email account)
- e.  **Reminders** (If have “Tasks” in Exchange <Check On>; else use with iCloud email account)

**Addendum:**

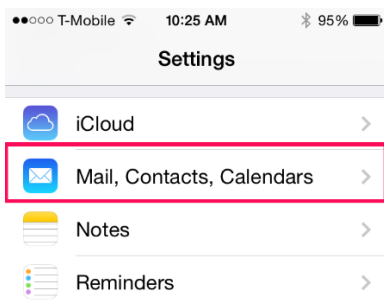
If you have other email accounts on your devices (e.g. a Gmail account) then you will want to verify your default Mail, Contact & Calendars is set as you intend.

**If you do not update this you could inadvertently create new Calendar Appointments or Contacts in your Gmail account vs your FBC Office 365 account.**

8. On your home screen, tap the **Settings** icon.



9. Tap **Mail, Contacts, Calendars**.



10. Set your default **Mail, Calendar & Contacts** (3 changes if want all set to Office 365)

