User manual
A guide on how to install the exchange email client on iOS
1 Sync with Exchange
1.1

Go to “settings” and enter “accounts & passwords”

1.2

Click “add account”
1.3

Select “exchange”

1.4

Enter your address. It is your ITU initials followed by @itu.dk

Enter an account description if you like. Then click next
1.5

Choose to “configure manually”, and you will enter this

Fill in your server with “outlook.office365.com”, and your username with your initials followed by @itu.dk

Finally enter your ITU password and click “next”

1.6

Now make sure that “mail” is checked

Check the rest of the marks to fit your needs

Then click “save”
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