Email on your iPhone

Set up email using the built in iOS mail app

1. Tap **Settings**
2. Choose the **Mail App**
3. Tap **Accounts** > **Add Account**
4. Tap **Microsoft Exchange**

5. Enter your full email address and Description (Example PW-Cal, School, Work) and tap **Next**
6. On the Pop Up window tap **Sign In**

7. If prompted Tap **Work or school Account**
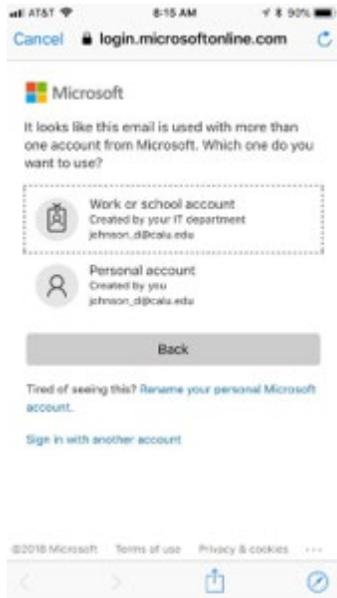
8. Enter your PennWest password and tap **Sign in**
9. If prompted **approve** your MFA sign in request
10. If prompted tap **Accept** on the access mailbox request

11. Choose the information you want to synchronize. Tap **Save**
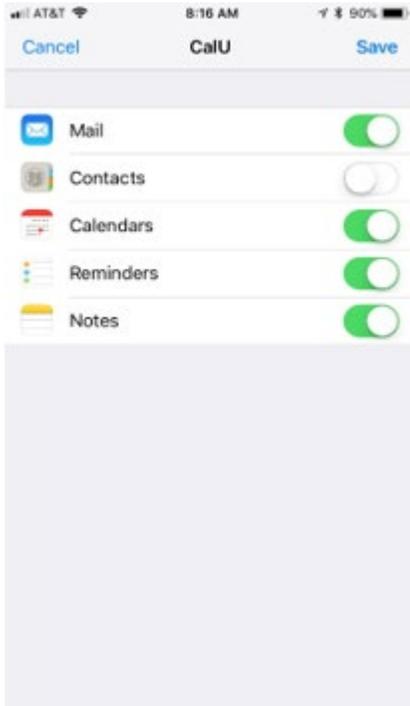
You should now be set up using the Built in IOS app