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Go to your iPhone or iPad's **Settings** > scroll down and tap **Accounts & Passwords** > **Add Account**.

Note: If you're on iOS 10, go to **Mail** > **Accounts** >**Add Account**.

Select Exchange.

Enter your Office 365, Exchange, or Outlook.com email address and a description of your account. Tap **Next**.

Tap **Sign In**.

Note: Tap **Configure manually** if you need to enter server settings.

Enter the password associated with your email account. Tap **Sign in** or **Next**.

The Mail app may request certain permissions. Tap **Accept**.

Choose the services you want to sync with your iOS device and tap **Save**.
You're done!

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