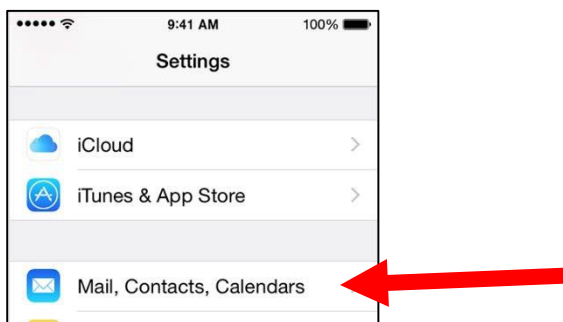# Adding CBSD Email to iPhones OR iPads

IMPORTANT NOTE: Disconnect from the CBSD Wifi, before proceeding. No need to disconnect if you are connected to a home or other WiFi access point.
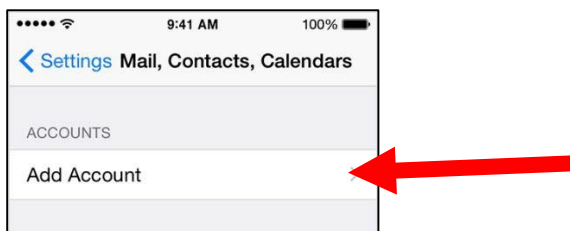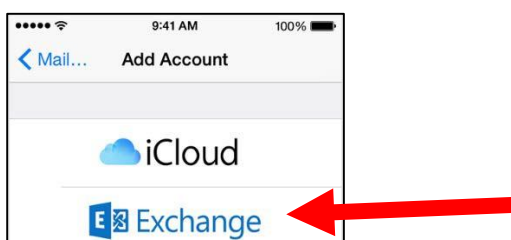
1. **Tap Settings.**

2. **Scroll down and tap Mail, Contacts, Calendars.**
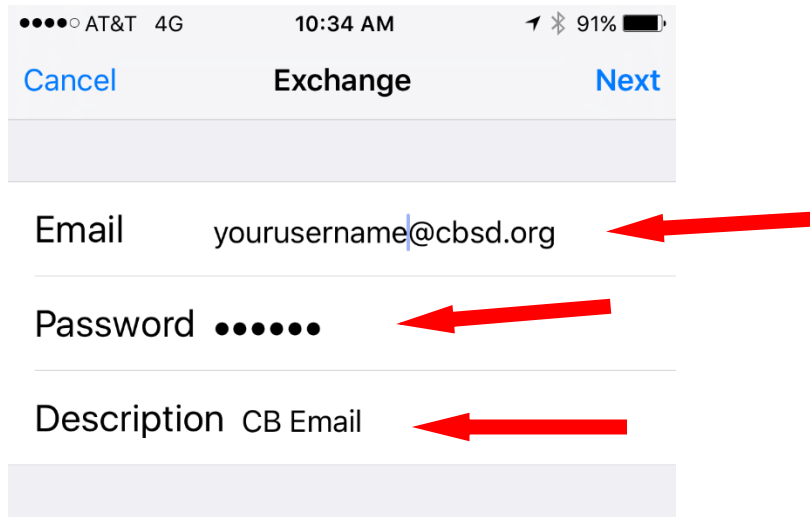

3. **Tap Add Account.**

4. **Select Exchange**

5. Add your email: yourusername@cbsd.org

Type your CBSD Password. Change the default description from Exchange to CB Email.

6. **If you get a prompt to Verify Server Identity, click CONTINUE.**

NOTE: If it is unable to verify the server and prompts you to enter the server name, enter the following: outlook.office365.com

7. **If everything syncs correctly, the next screen will look like this. Be sure to click** **SAVE.**