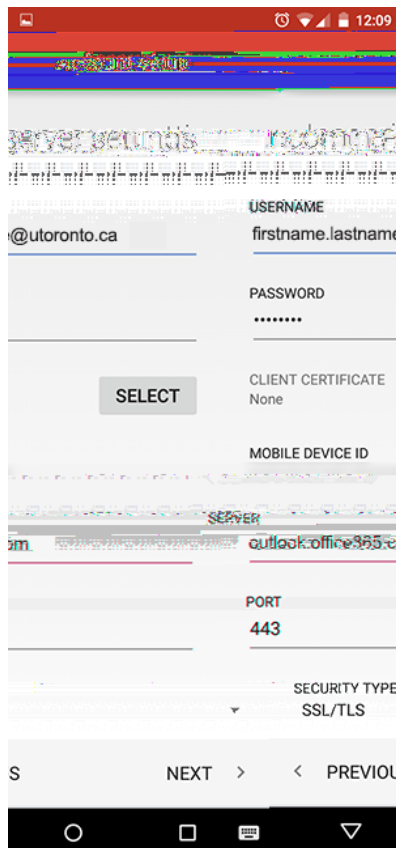1. Go to **Settings**, then **Users & Accounts**, and tap on **Add Account**. On the screen that appears, tap on **Exchange**.

2. Fill in the information as shown in the screen below. If asked for a **Redirect Request**, tap **Ok**. After filling out all of your information correctly, tap **Next** to proceed.

The settings should be as follows (see above):

> **Username:** firstname.lastname@utoronto.ca
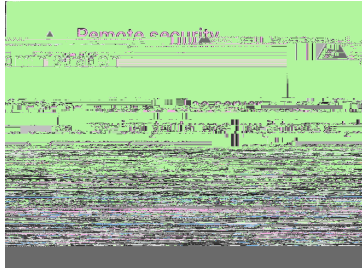>
> **Password:** your UTORid password
>
> **Client Certificate:** None
>
> **Server:** outlook.office365.com
>
> **Port:** 443
>
> **Security Type:** SSL/TLS

3. When you are requested for **Remote Security Administration**, tap **Ok**.

4. If offered to sync calendar, contacts, etc. select the options you wish to synchronize to your mobile device. When you arrive at the **Activate device administrator** screen, tap **Activate**. Once you finish the mail setup, it may take a bit of time to fully sync your mail & calendar items.