**Instructions for configuring Exchange on iPhones, iPads, and iPods**

Go to settings.

Select “Mail, Contacts, Calendars”

Select “Add Account…”

Select “Microsoft Exchange”

Enter your email address in the Email field

Enter your Blazernet password in the Password field

Hit next

Enter outlook.com for the server

Leave domain blank

Enter your email address as the username in the username field

Leave the description field as Exchange or change it to anything you want such as LCCC email.

Click Next

Select the items you want to sync, i.e. Mail, Contacts, Calendars, Reminders. (Mail is all you need)

Click Save to add account

Go back to the home screen

Select the mail icon and go to the Exchange account you just created. It may take a few minutes for it to populate with mail so be patient

Done.