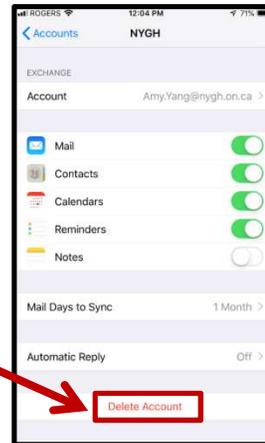


Office 365 Email Setup on iPhone, iPad and iPod Touch

If your NYGH email was set up on your devices prior to the Office 365 migration to Office 365, please first delete your old NYGH account before adding the new one.

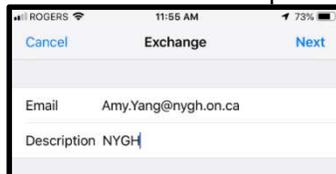
To delete your old NYGH account:

1. Open the **Settings** app
2. Tap on **Accounts & Passwords**
3. Tap on your NYGH email account
4. Tap on **Delete Account**
5. Tap on **Delete** from My iPhone/iPad/iPod

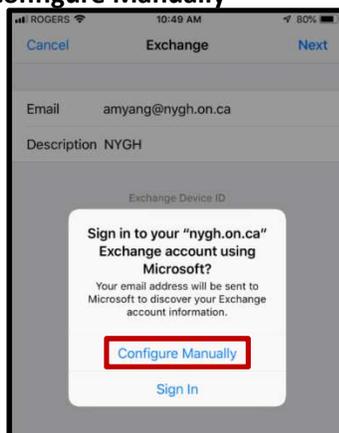


To setup your NYGH email account on your Apple devices:

1. Open the **Settings** app
2. Tap on **Accounts & Passwords**
3. Tap on **Add Account**
4. Tap on **Microsoft Exchange**
5. Enter Email Address and Description then tap **Next**



6. Tap on **Configure Manually**



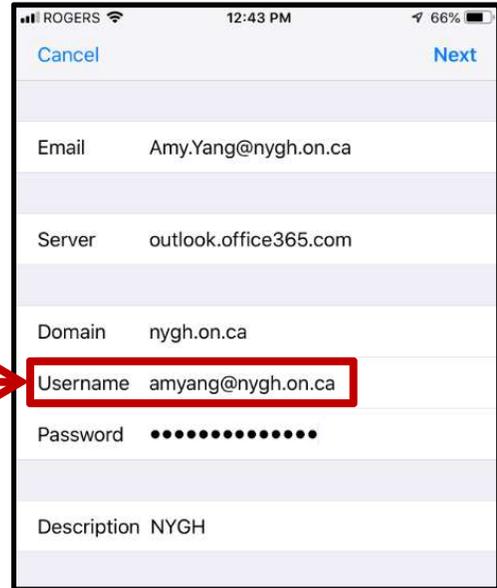
7. Enter your email password then tap on **Next**



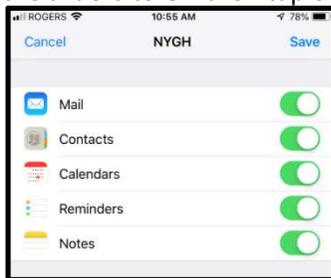
8. Fill in the setting as follows then tap on **Next** (see picture on right):

Email: Firstname.Lastname@nygh.on.ca
Server: outlook.office365.com
Domain: nygh.on.ca
Username: username@nygh.on.ca
Password: your email password

Username must be enter as
username@nygh.on.ca
(For example: If your user name is abcd,
you would enter abcd@nygh.on.ca)



9. Turn all the sliders to **On** then tap on **Save**



Please Note: When turning on Contacts and Calendars, the iPhone will prompt you to either keep the existing contacts or to delete them. Make sure you select to **Keep Existing Contacts**

10. Return to the home screen
11. When prompted, enter a complex **Device Passcode** (In compliance with NYGH Password Policy, your passcodes must be minimum 8 characters long, with at least 1 letter, 1 number, and 1 symbol.)