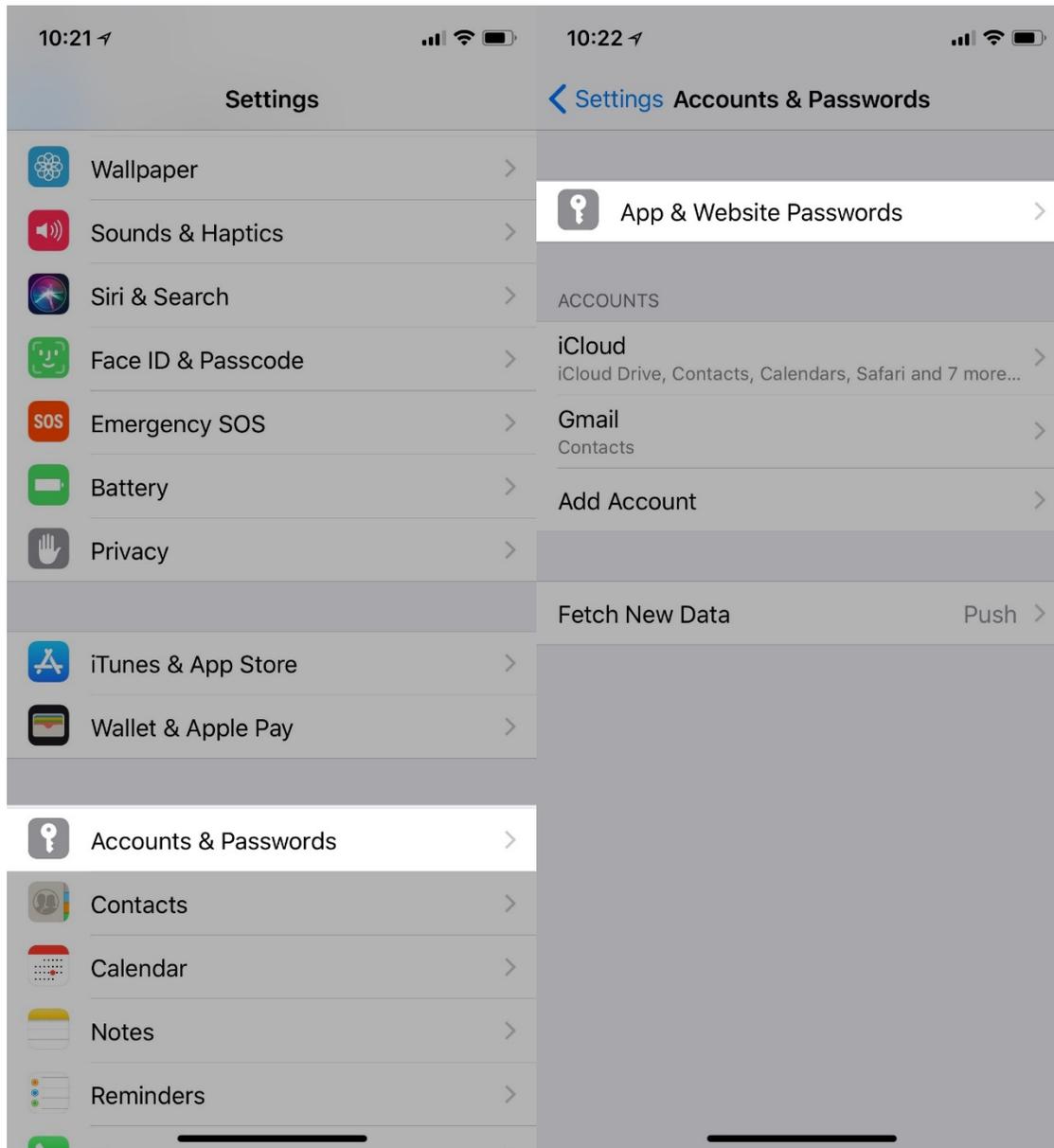
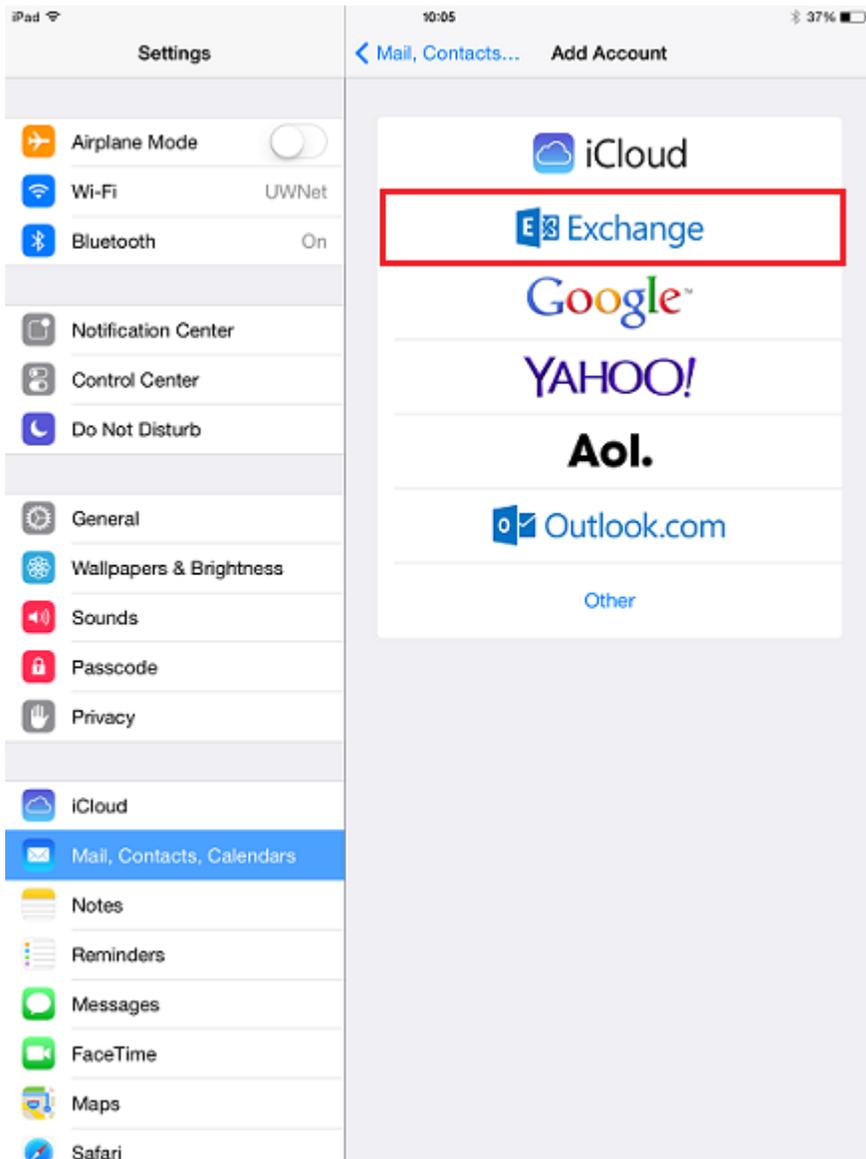


## Setting up DATA Email on an iPhone

1. For **iOS 11**, select **Accounts & Passwords**, then **Add Account**

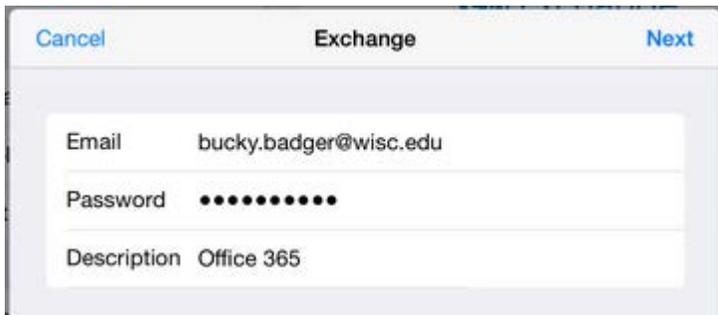


2. Select **Exchange**.



3. On the account setup window, enter the following for each field:

- a. **Email:** - YourName@drugabusetreatment.org
- b. **Password:** Enter the password for the account being configured.
- c. **Description:** Give the account any name you'd like, such as *DATA Email*.

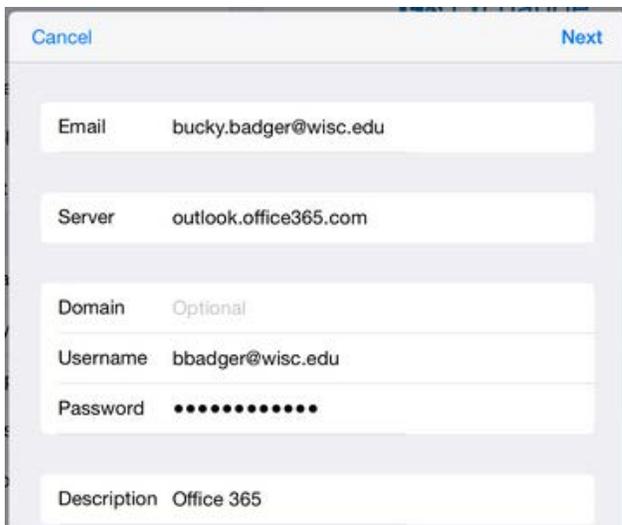


4. Select **Next**.

5. It will ask to auto discover your account, select yes. If it works skip to **step 9** and if not, continue below

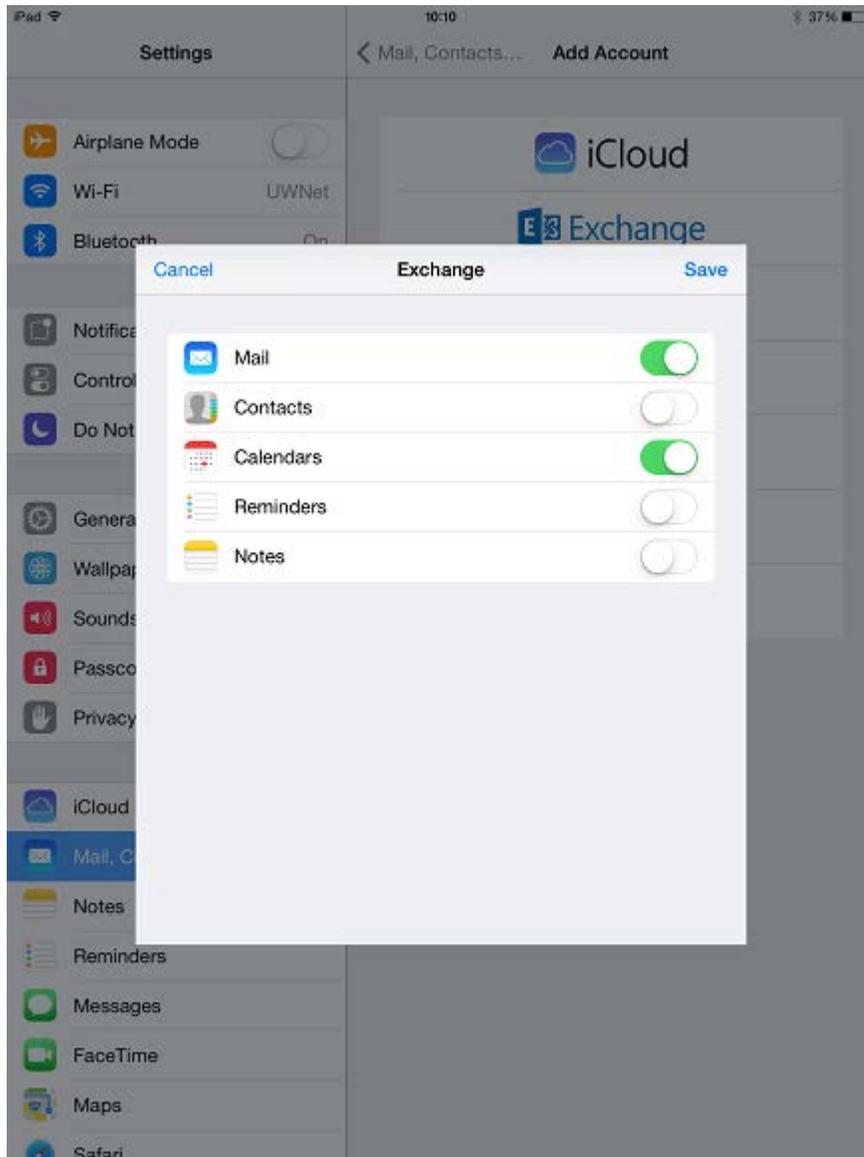
Enter this information into the text fields:

- **Server:** outlook.office365.com
- **Username:** YourName@drugabusetreatment.org
- **Password:** Enter the password for your account.



8. Click **Done/Next**.

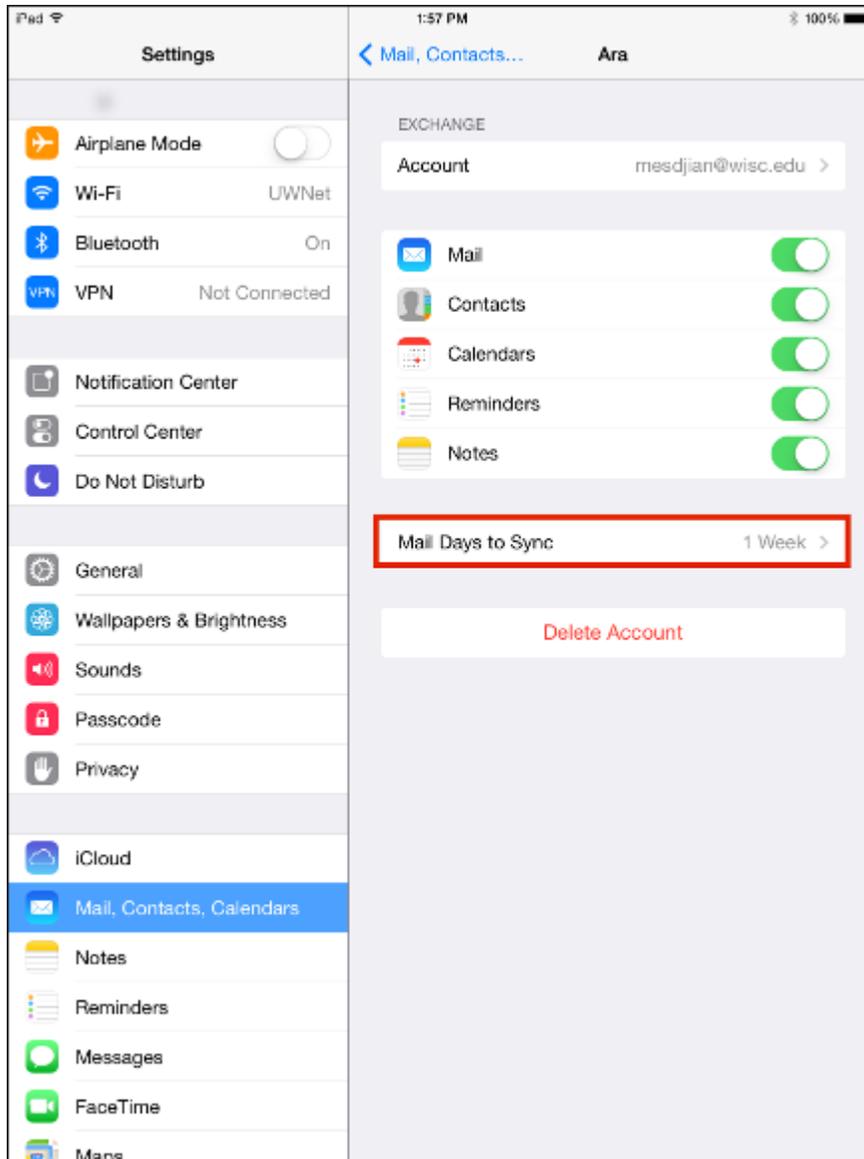
9. You'll be directed to the enabled account applications page now. Choose what you'd like enabled. It is recommended that you enable all services.



10. Select **Save**.

11. Select the new account from your list of accounts. It will be listed according to the description you chose for it.

12. Select **Mail Days to Sync** and set it to **No Limit** if you would like all of the mail in your inbox to be synced to your device. The default time period is one week. **Note:** the more mail that is synced, the longer it may take to get all your messages on to the device.



13. Setup is complete. Email and calendar data (if enabled) are available in the appropriate apps.

14. Be sure to change your signature to have the required information:

Sincerely,

**Your name and title**

Drug Abuse Treatment Assoc., Inc., (DATA)  
561-743-1034 x18 - Office  
561-743-1037 - Fax

**CONFIDENTIALITY NOTICE:** This e-mail and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to which they are addressed. This communication may contain material protected by State and Federal laws including HIPAA legislation (45 CFR, Parts 160 & 164), 42 CFR Part 2, and the HITECH Act. If you are not the intended recipient or the person responsible for delivering this e-mail to the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please notify the sender by deleting the content and then replying to this e-mail and then delete the e-mail from your computer.