

Setting up DATA Email on an iPhone

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

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Setting	js	Settings Accounts & Pass	swords
Wallpaper	>		
Sounds & Haptics	>	App & Website Passw	vords >
Siri & Search	>	ACCOUNTS	
Face ID & Passcode	• >	iCloud iCloud Drive, Contacts, Calendars,	Safari and 7 more >
sos Emergency SOS	>	Gmail Contacts	>
Battery	>	Add Account	>
Privacy	>		
		Fetch New Data	Push >
iTunes & App Store	>		
Wallet & Apple Pay	>		
Accounts & Passwo	rds >		
Contacts	>		
Calendar	>		
Notes	>		
Reminders	>		



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.

Cancel	Exchange	Next
Email	bucky.badger@wisc.edu	
Password	••••••	
Description	Office 365	

- 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.

Cancel		Next
Email	bucky.badger@wisc.edu	
Server	outlook.office365.com	
Domain	Optional	
Username	bbadger@wisc.edu	
Password	•••••	
Description	Office 365	

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.



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	Settings	Mail, Contacts	Ara
		EVOLUME	
≁	Airplane Mode	Account	mesdian@wise.edu>
?	Wi-Fi UWNet	, locoant	insequative measure of
*	Bluetooth On	🖂 Mail	
VPN	VPN Not Connected	Contacts	
		Calendars	
	Notification Center	Reminders	
8	Control Center	Notes	
C	Do Not Disturb		
		Mail Days to Sync	1 Week >
\odot	General		
*	Wallpapers & Brightness	Dele	ete Account
•0	Sounds		
â	Passcode		
٣	Privacy		
	iCloud		
	Mail, Contacts, Calendars		
	Notes		
	Reminders		
	Messages		
	FaceTime		
S	Maps		

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

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