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.