


Remove old E-Mail from your iPhone

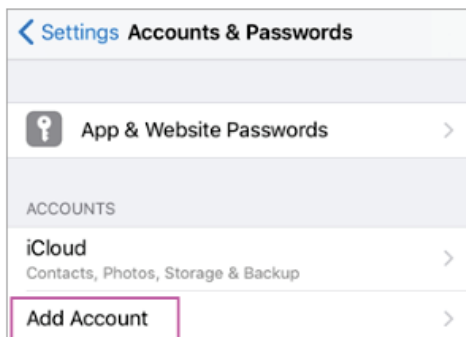
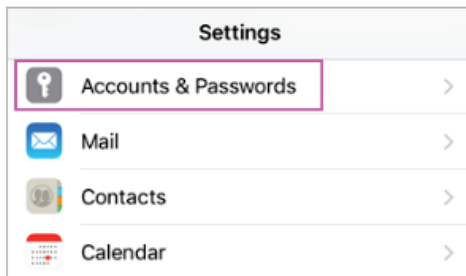
1. From the Home screen, navigate: **Settings**  > **Passwords & Accounts**.
→ If unavailable, navigate: **Settings** > **Accounts & Passwords**.
2. From the ACCOUNTS section, tap your old 4STARemail account.
3. Tap **Delete Account** (at the bottom; may require scrolling).
4. To confirm, tap **Delete from My iPhone**.

Add 4-STAR Hose E-Mail to Your iPhone

1

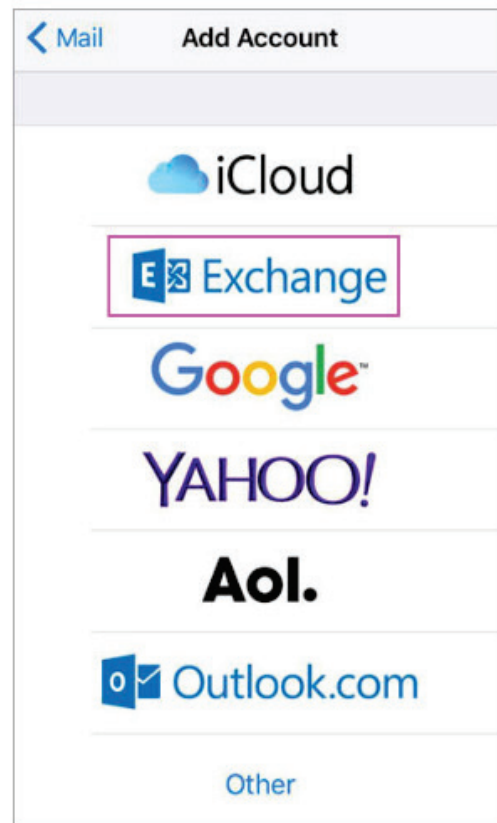
Go to your iPhone or iPad's **Settings** > scroll down and tap **Accounts & Passwords** > **Add Account**.

Note: If you're on iOS 10, go to **Mail** > **Accounts** > **Add Account**.



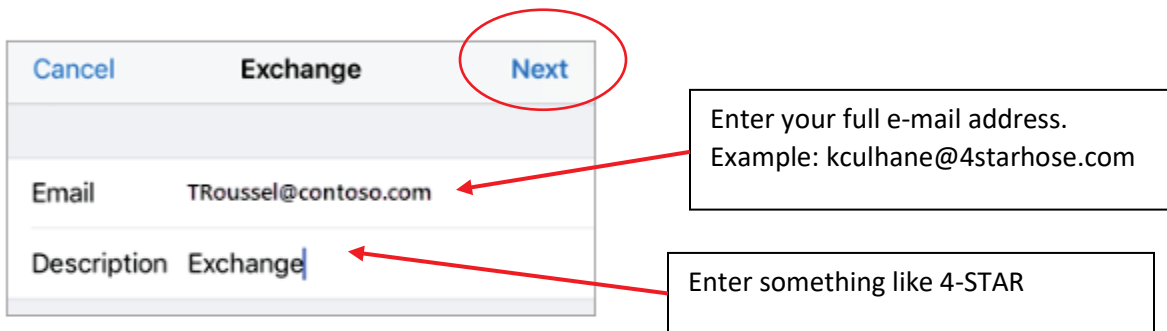
2

Select **Exchange**.



3

Enter your Office 365, Exchange, or Outlook.com email address and a description of your account. Tap **Next**.



The screenshot shows a mobile interface for adding an Exchange account. At the top, there are three buttons: "Cancel", "Exchange", and "Next". The "Next" button is circled in red. Below the buttons, there are two input fields. The first is labeled "Email" and contains the text "TRoussel@contoso.com". A red arrow points from a callout box to this field. The second field is labeled "Description" and contains the text "Exchange". A red arrow points from another callout box to this field.

Cancel Exchange Next

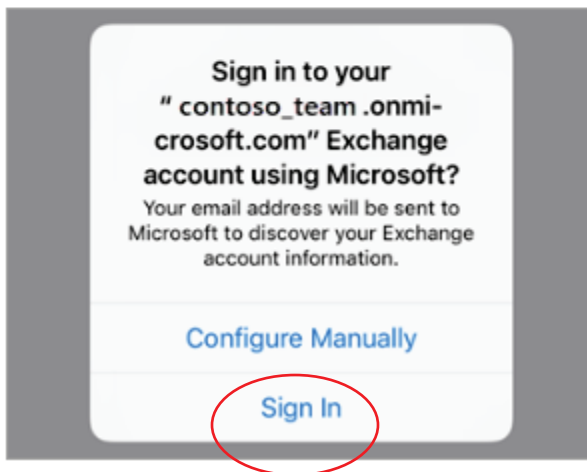
Email TRoussel@contoso.com

Description Exchange

Enter your full e-mail address.
Example: kculhane@4starhose.com

Enter something like 4-STAR

Tap **Sign In**.



The screenshot shows a dialog box with a white background and a grey border. The text inside reads: "Sign in to your 'contoso_team.onmicrosoft.com' Exchange account using Microsoft? Your email address will be sent to Microsoft to discover your Exchange account information." Below the text are two buttons: "Configure Manually" and "Sign In". The "Sign In" button is circled in red.

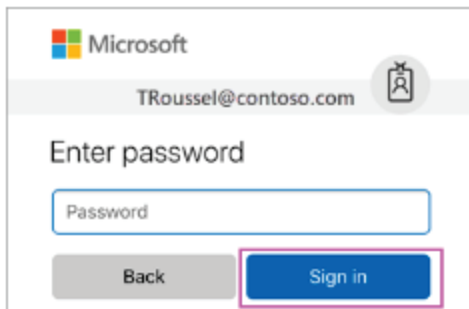
Sign in to your
"contoso_team.onmicrosoft.com" Exchange
account using Microsoft?
Your email address will be sent to
Microsoft to discover your Exchange
account information.

Configure Manually

Sign In

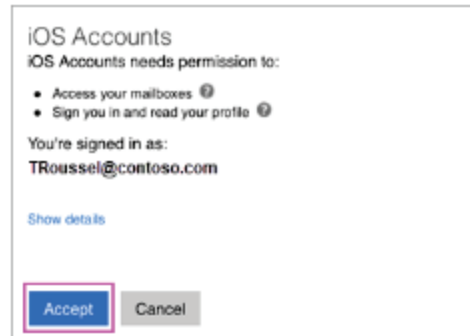
4

Enter the password associated with your email account. Tap **Sign in** or **Next**.



5

The Mail app may request certain permissions. Tap **Accept**.



6

Choose the services you want to sync with your iOS device and tap **Save**. You're done!

