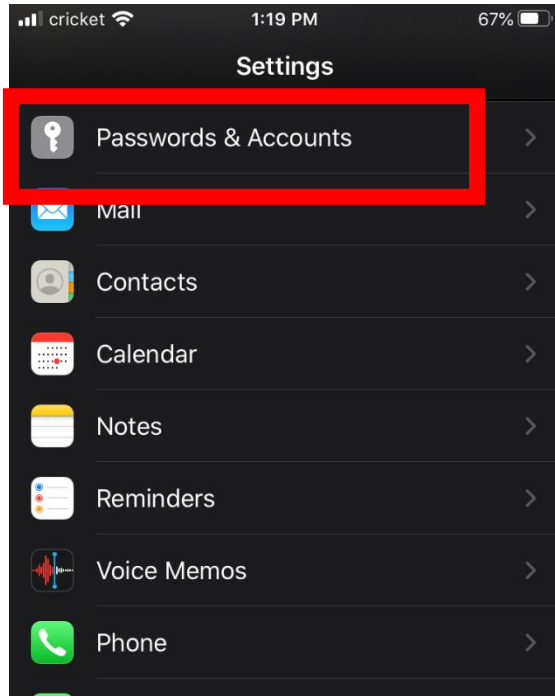# How to Set-up FCS Microsoft Email on your iPhone
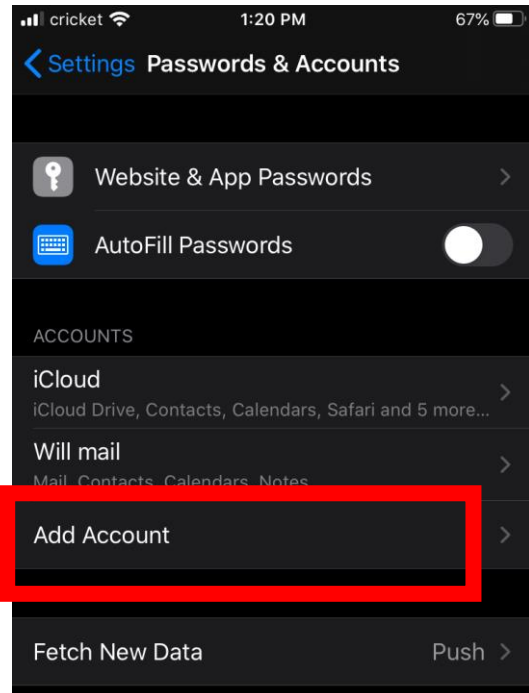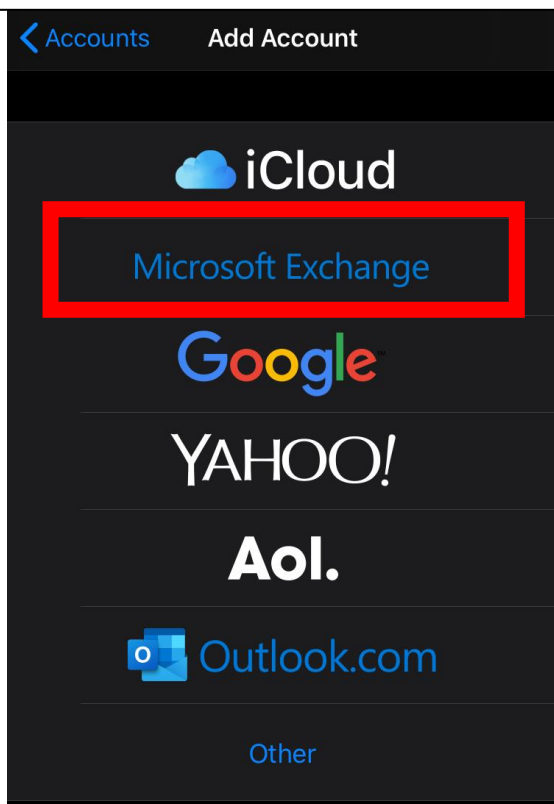
1. Go to Settings. Open Passwords & Accounts

.ıll cricket 🛜   1:19 PM   67% ▭
                        Settings

🔑 Passwords & Accounts   ›

✉️ Mail   ›

👤 Contacts   ›

📅 Calendar   ›

📝 Notes   ›

🔴 Reminders   ›

🎙️ Voice Memos   ›

📞 Phone   ›

2. Select Add Account

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‹ Settings **Passwords & Accounts**

🔑 Website & App Passwords   ›

⌨️ AutoFill Passwords   ⬜

ACCOUNTS

iCloud   ›
iCloud Drive, Contacts, Calendars, Safari and 5 more…

Will mail   ›
Mail, Contacts, Calendars, Notes

Add Account   ›

Fetch New Data   Push ›

3. Choose Microsoft Exchange

‹ Accounts   **Add Account**

☁️ **iCloud**

Microsoft Exchange

Google

YAHOO!

Aol.

📧 **Outlook.com**

Other

4. Enter your email **StudentID@fcstu.org.** Description is to identify it as your school account.

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Cancel   **Exchange**   Next

Email   studentid@fcstu.org

Description   My Exchange Account

Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator can add/remove restrictions and remotely erase your device.

Exchange Device ID

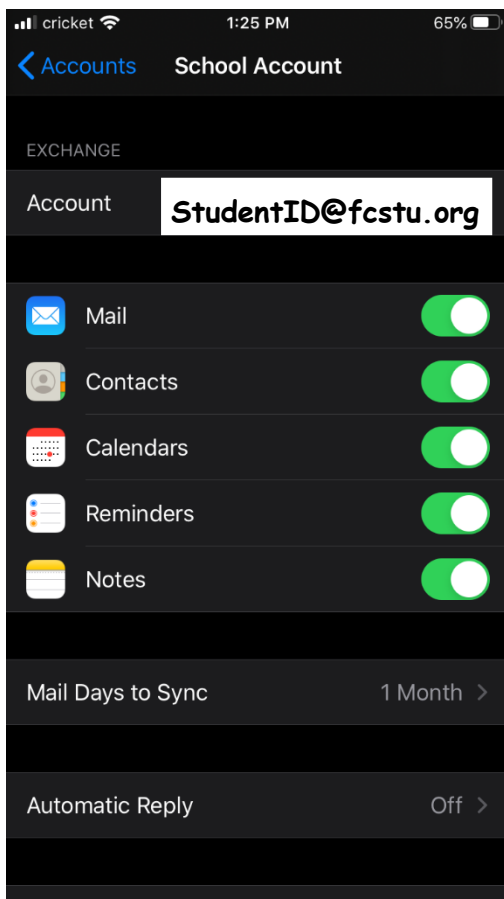2GUUOTNMEL5HP0F1FDOEGOU94S
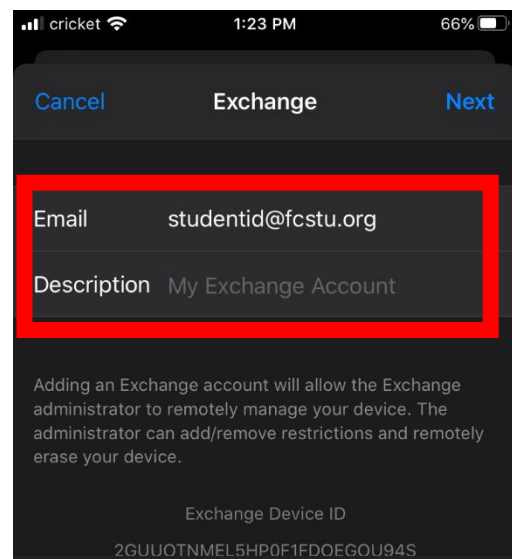
5. Enter your unique password for your school account.
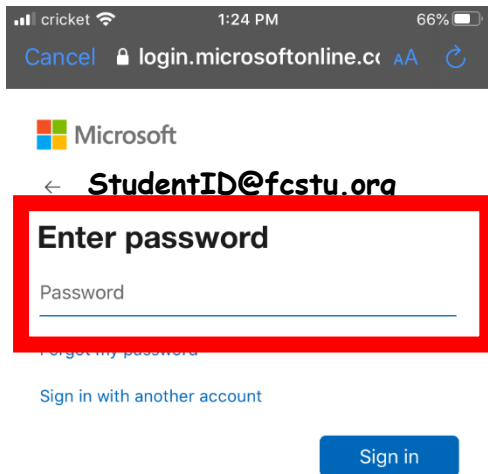
6. Accept the Permission request.
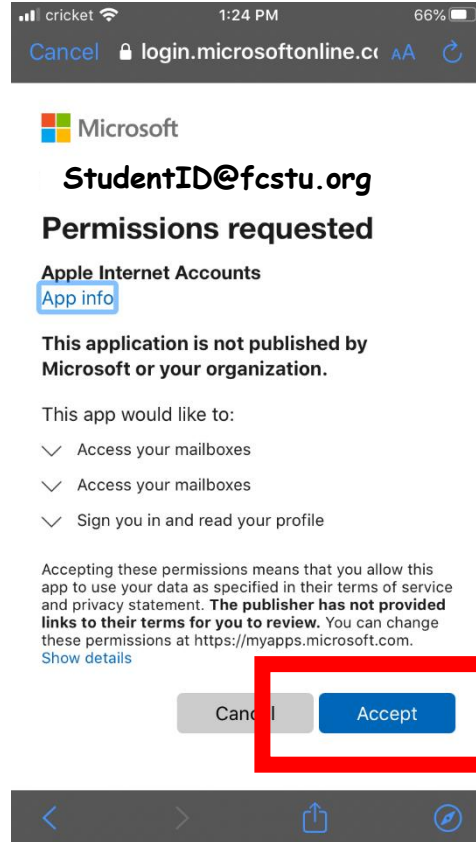
7. Select options for your account & you're done.

8. Access your email in your Mail app.