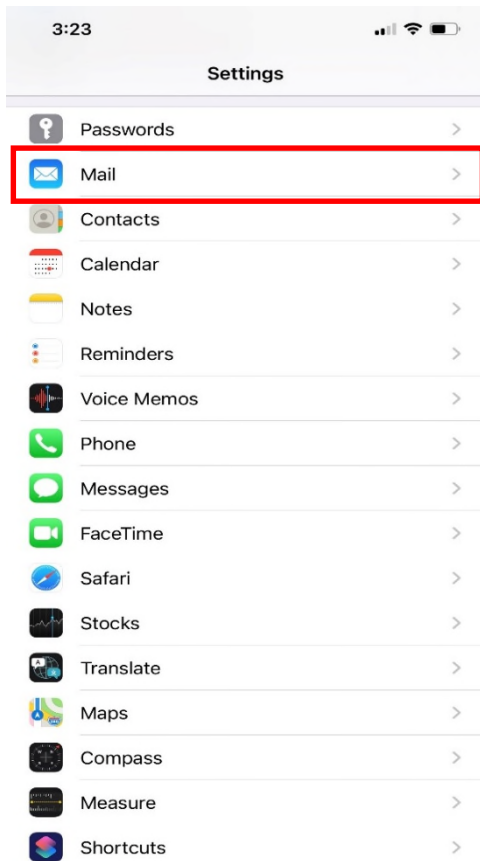
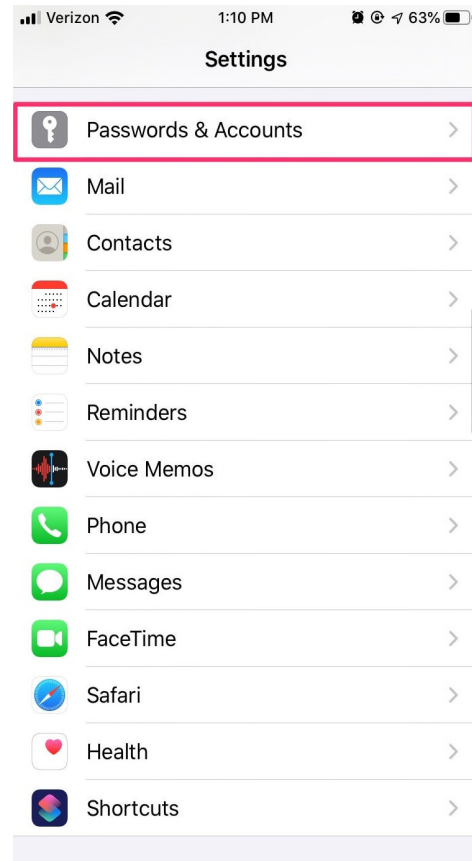


How to remove an email account from your iPhone/iPad

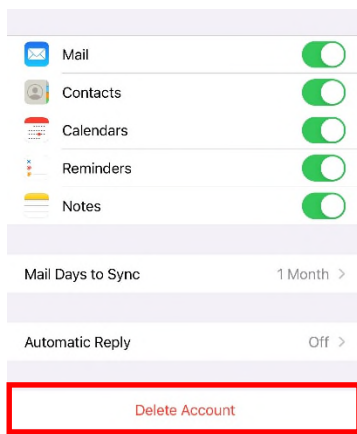
1. From the Home screen on your Apple iPhone/iPad, tap **Settings**, then **Mail** then **Accounts**.
2. If unavailable, tap **Settings** then **Passwords & Accounts**.



OR



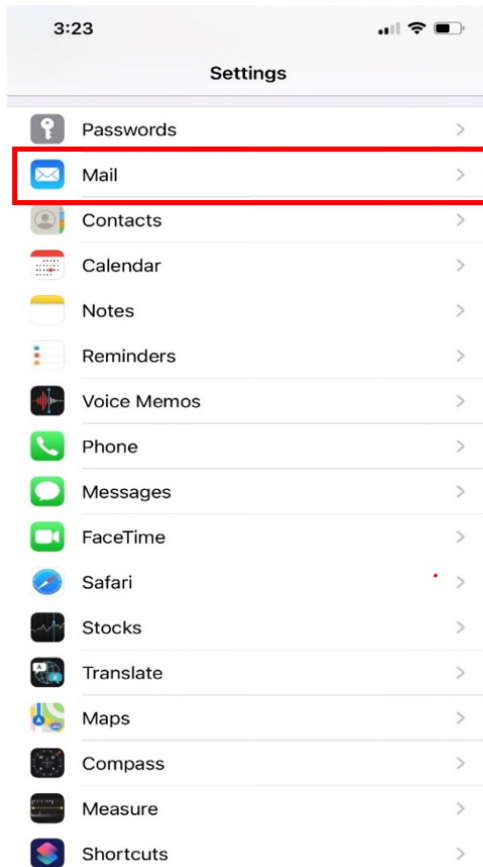
3. Tap on your company email account (e.g. Exchange).
4. Tap **Delete Account**. (Note – this will NOT delete any emails.)



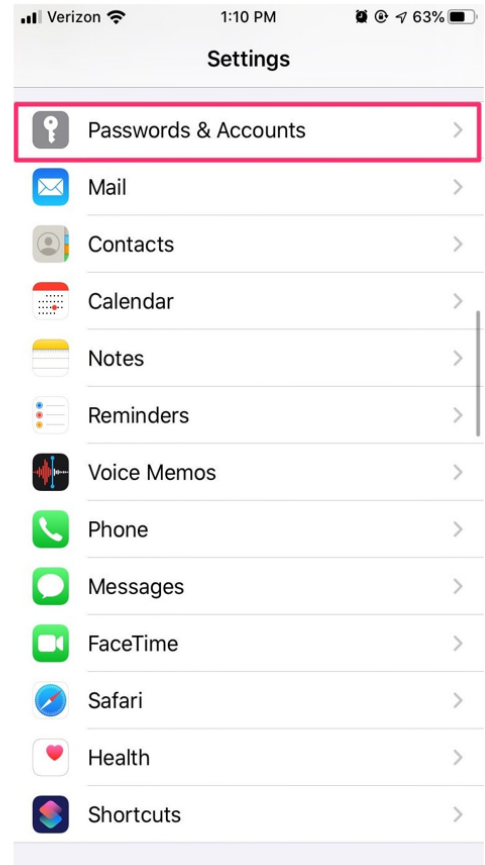
5. To confirm, tap **Delete from My iPhone/iPad**.

How to add an email account to your iPhone/iPad

1. From the Home screen on your Apple iPhone/iPad, tap **Settings** then **Mail** then **Accounts**.
2. If unavailable, tap **Settings** then **Passwords & Accounts**.

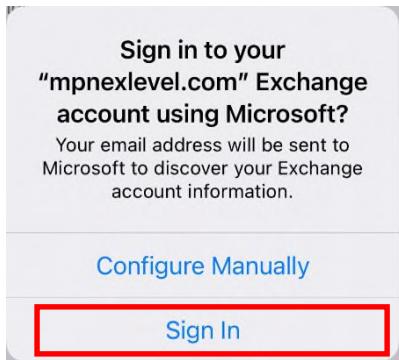


OR



3. Tap **Add Account**.
4. Tap **Microsoft Exchange**.
5. Enter the following info then tap **Next**:
 - a. Email (e.g. First.last@mpnexuslevel.us or first.last@mptechnology.us or first.last@consulttlr.us)
 - b. Description – can leave as default

6. Tap **Sign-in**.

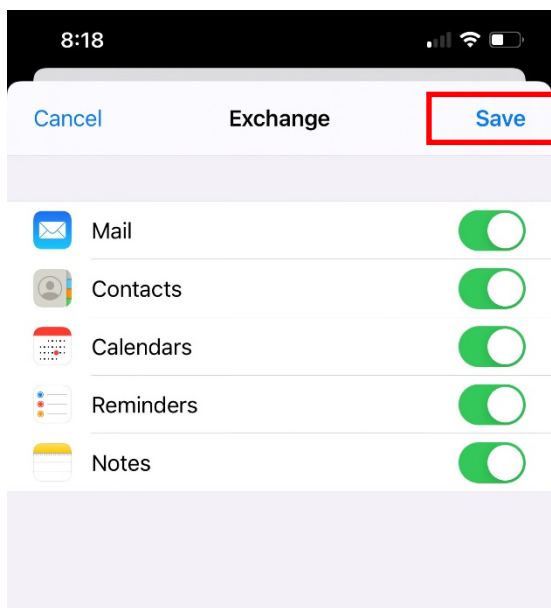


Yes, that is a dash in the password!

7. Enter your Password.

Your password is set to **windyChe\$s60-xxxx**
(xxxx = the last 4 digits of your SSN)

8. Make sure all options are on and tap **Save**.



If you have gone through all the steps and are still having issues, please contact the helpdesk at 320-963-2890.