Steps to Remove Account (IOS)

1. Step 1: Go to **Settings > Mail, Contacts, Calendars.** The *Accounts* screen will open.
2. Step 2: On the *Accounts* screen, tap the **Exchange** **Account** you want to remove.
3. Step 3: Scroll down and click **Delete Account**. A *Delete Account* warning window will open.
4. Step 4: On the *Delete Account* warning window, click **Delete Account** to finish. You have successfully deleted your Exchange account.

Steps To Add Exchange Account (IOS

Tap Settings > Mail, Contacts, Calendars > Add Account > Exchange.

 Enter your information

Enter your email address and password. If you want to, you can also enter an account description.



**Connect to the Exchange Server**

Your iOS device will try to find your Exchange Server. You might have to enter additional server information**.  Our server name is mailserver.medinah11.org. Your username is the one you normally use to login with**. You don’t need to enter domain



Sync your content

You can sync Mail, Contacts, Calendars, Reminders, and Notes. When you're finished, tap Save.



Edit your Exchange settings

Tap Settings > Mail, Contacts, Calendars, select your Exchange account, and tap Account Info. You can also go here to set up automatic out-of-office replies and change how often you want Mail to sync (the default is 7 days).