# Adding your company email to an iPhone or iPad

### Foundation Building Materials

### Author: Tim Laird

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#### Description

This document describes the steps to add your company email account to an iPhone.

#### Note for Android Users

Because each manufacturer’s version of Android has slight differences, we are unable to provide a document describing the exact steps for adding your company email to an Android phone. The steps below provide all of the necessary information, but the process itself may be slightly different.

#### Instructions

1. Open “Settings”
2. Tap “Mail, Contacts, Calendars”
3. Tap “Add Account”
4. Tap “Exchange”
5. Enter your long form email address (firstname.lastname@company.com, such as john.doe@fbmsales.com) and your logon password
6. Tap “Next”
7. Tap “Save” to save your settings. Your account (including your Inbox, Contacts, and Calendar) will now be synchronized to your phone.

#### Additional Settings

Most phones will auto-detect all necessary settings based on your email address and password. If the settings are not auto-detected, the specific settings are listed below:

* Email: your FBM Email Address
* Server: outlook.office365.com
* Domain: left blank
* Username: your FBM Email Address
* Password: your FBM password