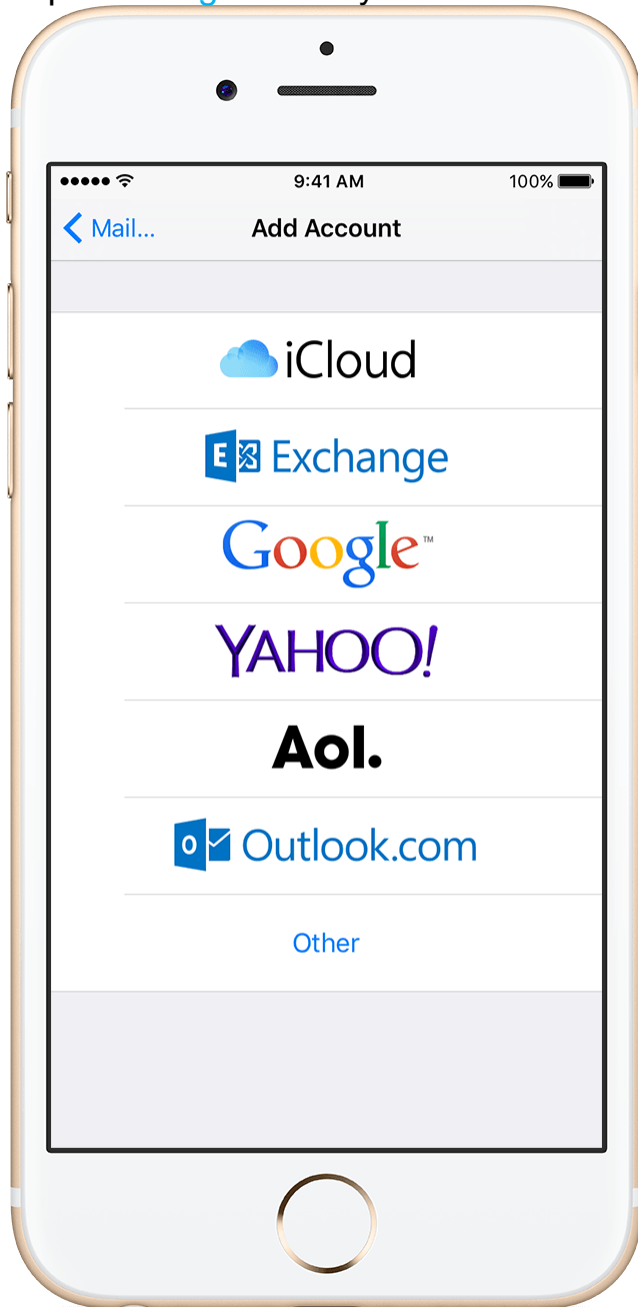# Add an email account to your iPhone

How to add an email account using Mail on your iOS device.

Choose your account
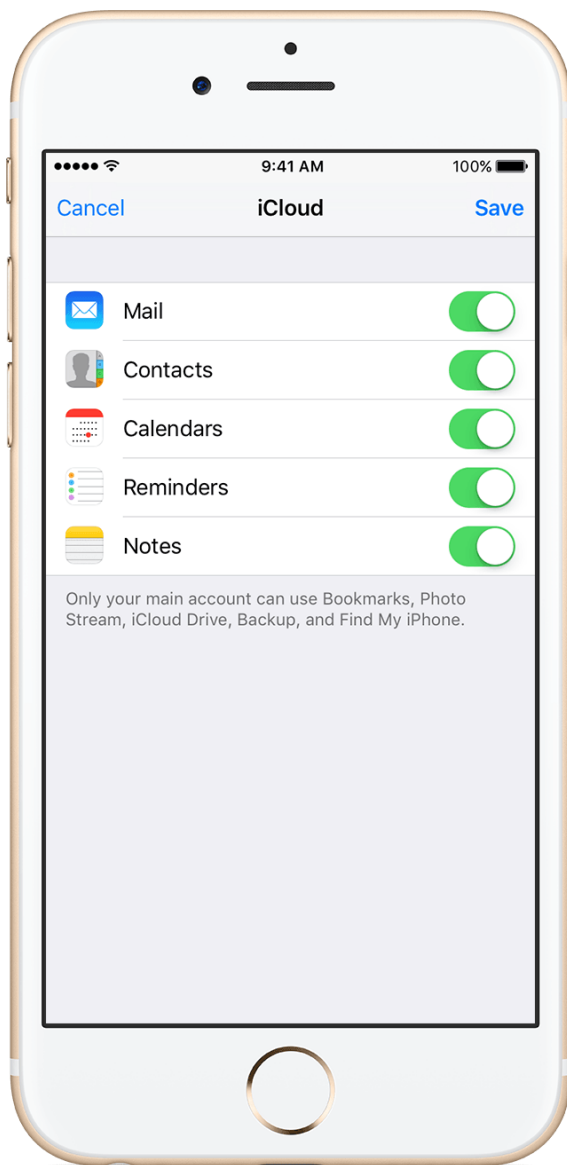
1. Go to Settings > Mail, Contacts, Calendars. Then tap Add Account.
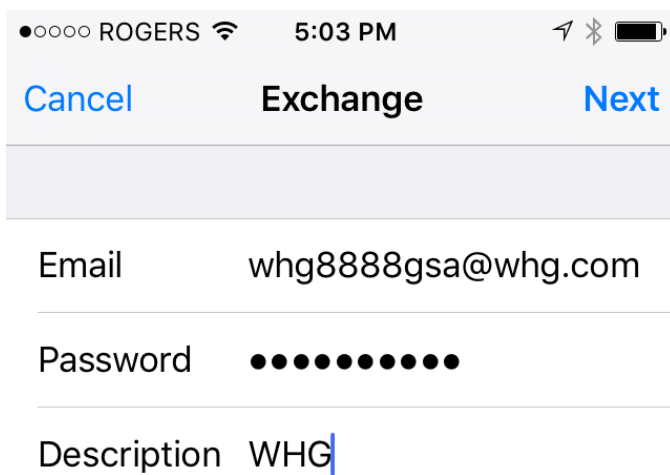2. Tap Exchange to add your account automatically.

Add an account automatically

After you choose Exchange, follow these steps:

1. Enter your email address and password. If you have a generic email account such as whg8888gsa@whg.com use that address.
2. Tap Next and wait for Mail to verify your account.
3. Choose the content you want to sync. Tap Save.

Add an account manually

1. Tap Add Account, tap Exchange, then tap Email,
2. Enter your email address, password, and WHG as the description for your account.

●○○○○ ROGERS 📶	5:03 PM	⚹ 🔋
Cancel	**Exchange**	Next

Email	whg8888gsa@whg.com
Password	●●●●●●●●●●
Description	WHG

3. Tap Next. Mail will try to find the email settings and finish your account setup. If Mail finds your email settings, tap Done to complete your account setup.

   If Mail can't find your email settings, you need to enter them manually. After you enter your email address and password, tap Next, then enter the following fields, replacing whg8888gsa@whg.com in the example with your email address and password:

●○○○○ ROGERS 📶   4:58 PM   ⬀ ✳ 🔋

Cancel   **Exchange**   Save

Email   whg8888gsa@whg.com

Server   outlook.office365.com

Domain   whg.com

Username   whg8888gsa@whg.com

Password   ●●●●●●●●●

Description   WHG

Wait while the iPhone verifies your account details. Then touch save.

Your Email account has been added