

# CongressMail

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## User Guide

## Setting up CongressMail in iOS

You can connect to your CongressMail on an iOS device. When you set up your CongressMail account on your phone or tablet, you'll be able to access and synchronize your email, calendar, and contacts.

1. Select **Settings** > **Mail, Contacts, Calendars** > **Add Account**.
2. Select **Exchange**.



3. Enter your CongressMail address, for example john.saint@congressmail.com, and your password. Then select **Next**.

<a href="#">Cancel</a>	<b>Exchange</b>	<a href="#">Next</a>
Email	john.saint@congressmail.com	
Password	●●●●●●	
Description	CongressMail	

4. If your iOS device can't find your settings, enter **outlook.office365.com** in the **Server** field.

<a href="#">Cancel</a>	<a href="#">Next</a>
Email	john.saint@congressmail.c...
Server	outlook.office365.com

5. Choose the type of information you want to synchronize between your account and your device, and then select **Save**. By default, Mail, Contacts, and Calendar information is synchronized.

<a href="#">Cancel</a>	<b>Exchange</b>	<a href="#">Save</a>
	Mail	<input checked="" type="checkbox"/>
	Contacts	<input checked="" type="checkbox"/>
	Calendars	<input checked="" type="checkbox"/>
	Reminders	<input checked="" type="checkbox"/>