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## Configuring email accounts on iPhone

1. To **set up an email account** on iPhone 11, you must first go to the Apple iPhone 11 settings, it is the gear icon on your Apple.



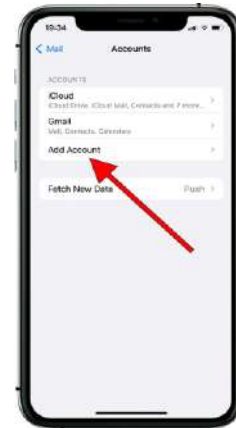
2. Proceed through the iPhone 11 settings and look for the section called **“Mail”** then click to access.



3. Look for the **“Accounts”** section and click on it to access all the accounts configured on iPhone.



4. All the email accounts configured on your iPhone will appear. Click on existing UCPS mail account then delete. After that click on **“Add email account”**.



5. There are several types of popular accounts that are easy to set up in the iPhone, however UCPS is configured with **Microsoft Exchange**. Enter your email account or username and password,



6. Enter your **name** (the one you want to appear in the messages you send), **email**, your **password** for UCPS and a description if desired. Email will automatically load all past messages within a few minutes.

