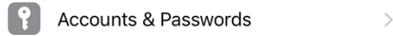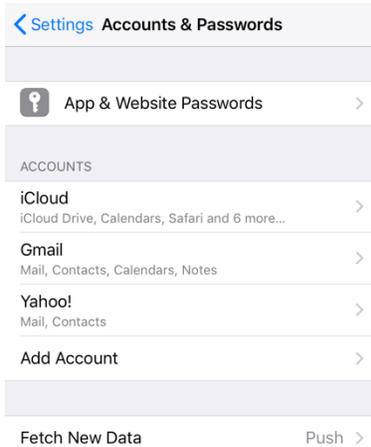## Setting up email on iPhone/iPad-Staff

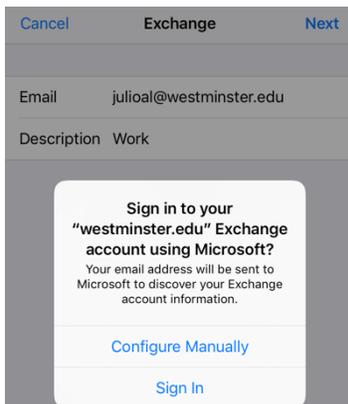1. Go to **Settings** on your iPhone/iPad and select

2. Click on 'Add Account' under 'Accounts & Passwords'

3. Click on and enter your full Westminster email address and a description for the email when prompted and click 'Next'

4. Click on 'Sign In' when the following pop up comes up.

5. You will then be prompted to authenticate through our Microsoft login. Click on Sign in.