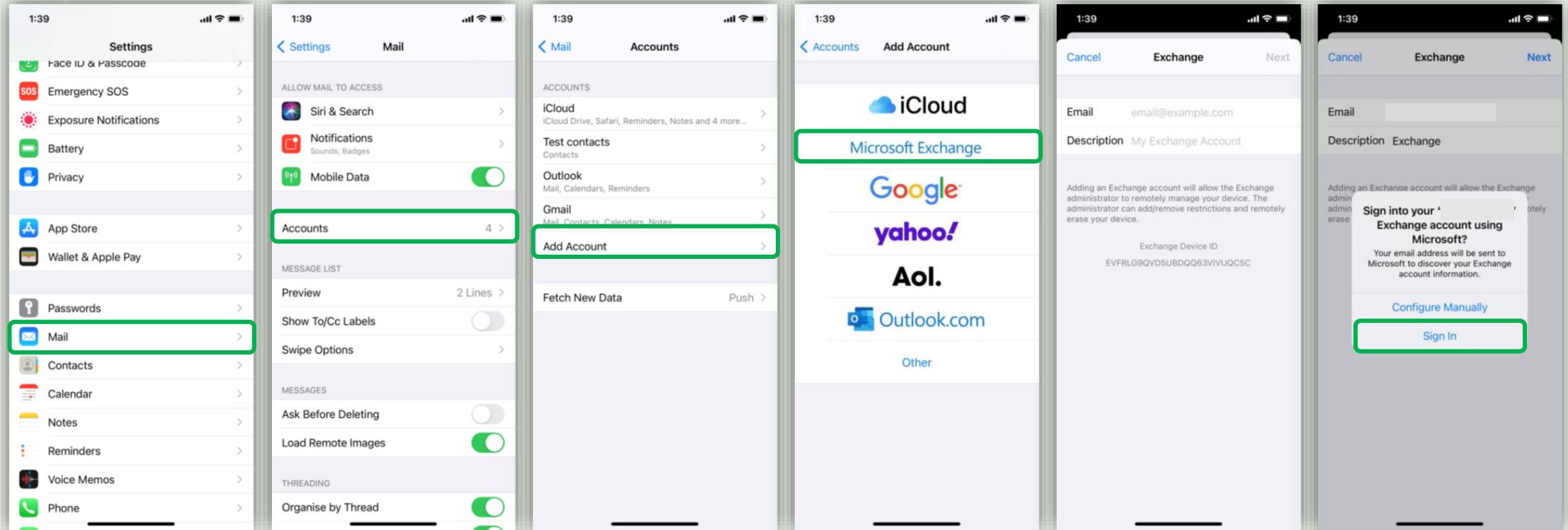# How to update your mail account on iPhone

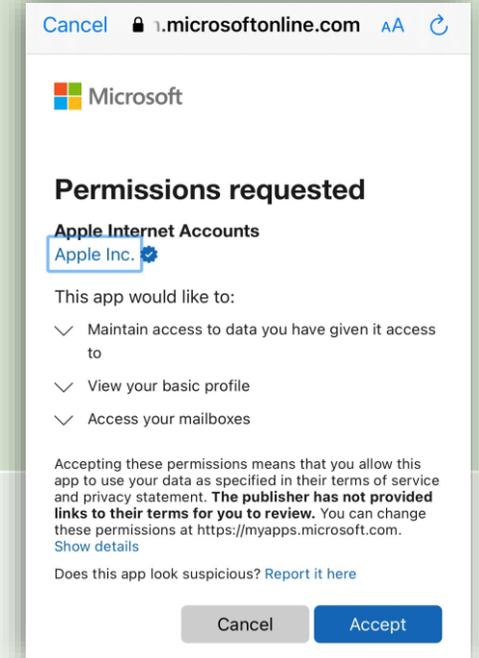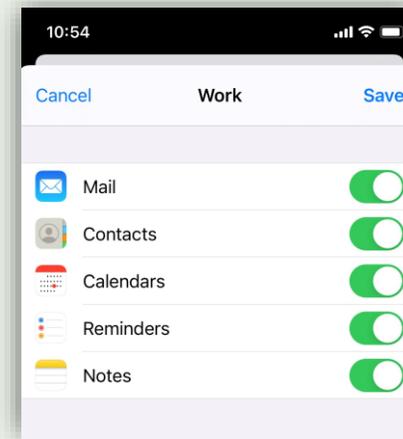| | Instruction |
|---|---|
| 1. | Go to *Settings* > *Mail* > *Accounts* > Click on your Microsoft Exchange account > Select '*Delete Account*' > Select '*Delete from my iPhone*' |
| 2. | Go To *Settings* > *Mail* > *Accounts* > *Add Account (See step 6 for older versions of iOS)* > Select *Microsoft Exchange:* |
| |  |
| 3. | Enter your work Email address and a Description eg. 'Work email' > Select *Next* > '*Sign In*' |

| | Instruction |
|---|---|
| 4. | Enter your new email password sent via email:  Accept Permissions requested:  |
| 5. | You can toggle the Sync settings for your mailbox features (Contacts etc.):  |
| 6. | If you are using an older version of iOS, you can find your 'Add Account' option as follows:<br>• iOS 12/13: Go to *Settings > Passwords & Accounts > Add Account*<br>• iOS 11: Go to *Settings > Accounts & Passwords > Add Account*<br>• iOS 10: Go to *Settings > Mail > Account > Add Account* |
| 7. | If you have any questions, or require any assistance, please contact the Helpdesk on 0800 323 484 – or email support@zoomcloud.co.nz |