Step-by-Step Instructions

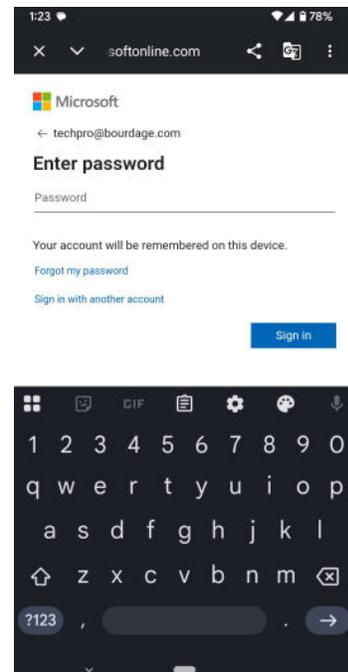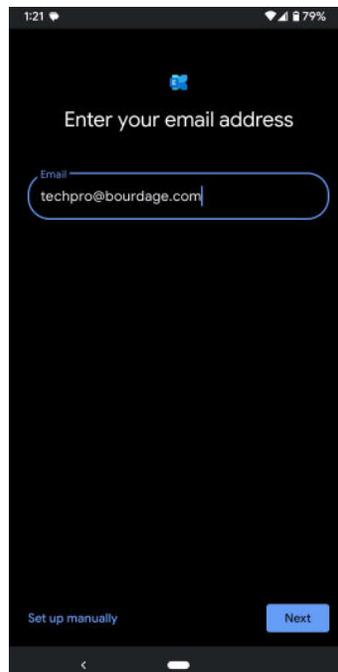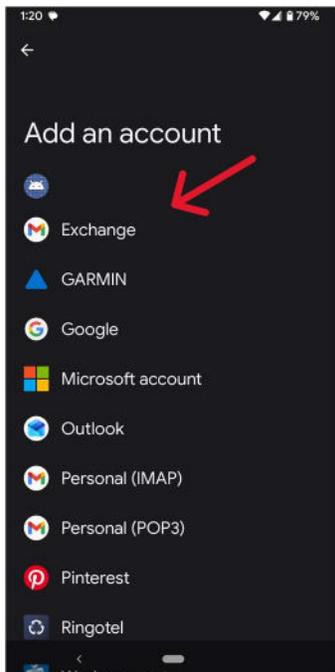Click Settings -> Passwords and Accounts / or Accounts -> Add Account.
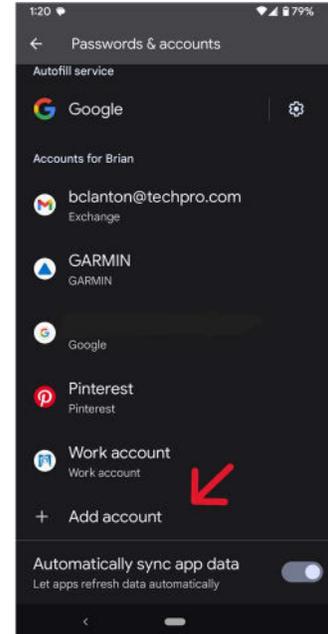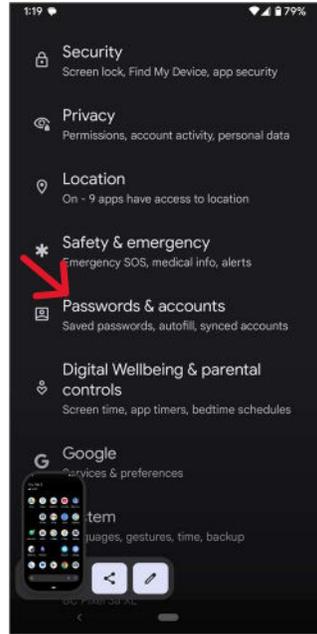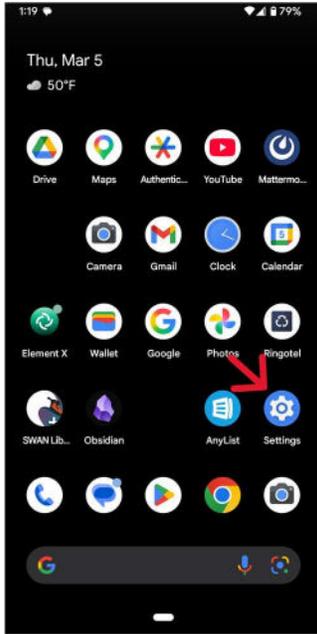
Step 2

Choose Exchange -> Enter your business email address -> Enter Password

Step 3.

If prompted, Grant Permissions -> Click Done