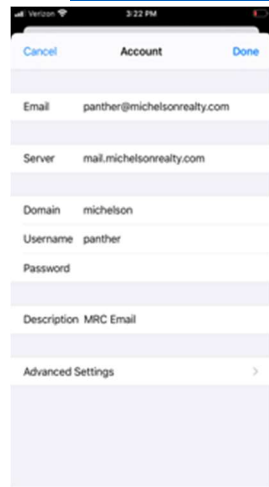Adding an @MIchelsonrealty.com email on **IPhone**:

1. Go to settings on the phone
2. Select Passwords & Accounts (mid-way down the list)
3. Select Add Account
4. Choose **Microsoft Exchange**
5. Enter: email address: prop@michelsonrealty.com
   a. Example: panther@michelsonrealty.com
   b. Description: MRC Email
6. Click Next and if asked **CONFIGURE MANUALLY**
7. Enter Password provided by Ye (Click next once entered)
8. Next Screen will ask for:
   a. Server: mail.michelsonrealty.com
   b. Domain: Michelson
   c. Username: prop email DO NOT include the @michelsonrealty.com
      i. Example: Username is- panther
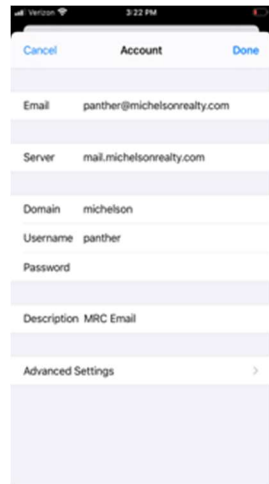   ii. NOT panther@michelsonrealty.com

      iii.

9. Click next and there should be Blue check marks all down the side as it verifies.
10. Click save and you are done! 😊

Adding a @Propertyapts.com email to your phone:

1. Download the Microsoft Outlook app to all the phones
2. Once downloaded, install, then open it
3. Enter the email address you are wanting access to
4. Click add account
5. Enter password provided by Ye
6. Click sign in
7. If asked to add other accounts, click maybe later
8. Email inbox should pop up

Adding an @MIchelsonrealty.com email on **Android Phone**:

1. Download the Microsoft Outlook app to all the phones
2. Once downloaded, install, open it
3. Select Add Account
4. Choose **Microsoft Exchange**
5. Enter: email address: prop@michelsonrealty.com
    a. Example: panther@michelsonrealty.com
    b. Description: MRC Email
6. Click Next and if asked **CONFIGURE MANUALLY**
7. Enter Password provided by Ye (Click next once entered)
8. Next Screen will ask for:
    a. Server: mail.michelsonrealty.com
    b. Domain: Michelson
    c. Username: prop email DO NOT include the @michelsonrealty.com
        i. Example: Username is- panther
        ii. NOT panther@michelsonrealty.com

9. Click save and you are done!

Adding a @Propertyapts.com email to your phone:

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14. Click sign in
15. If asked to add other accounts, click maybe later
16. Email inbox should pop up