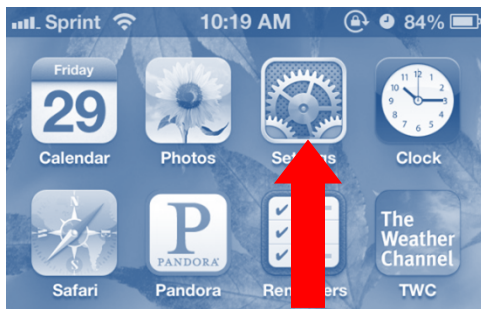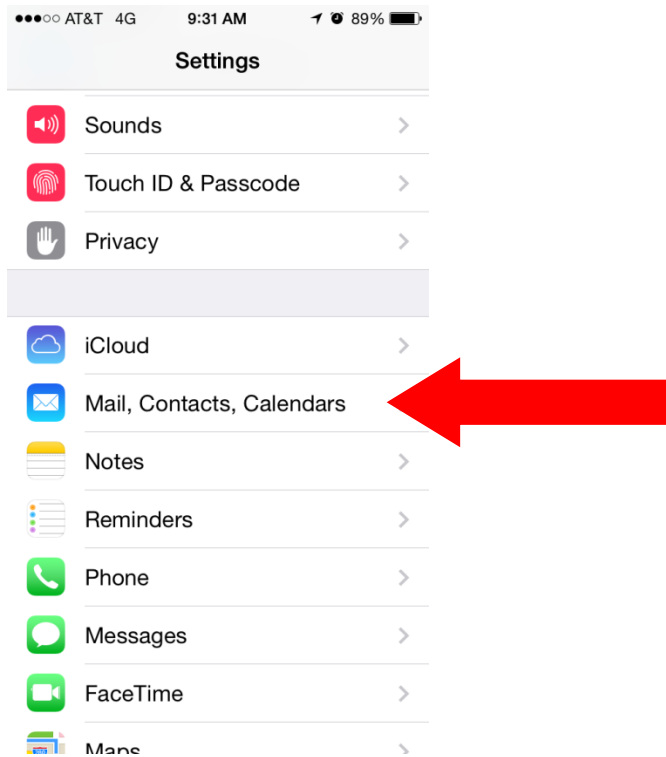# iTech Helpdesk

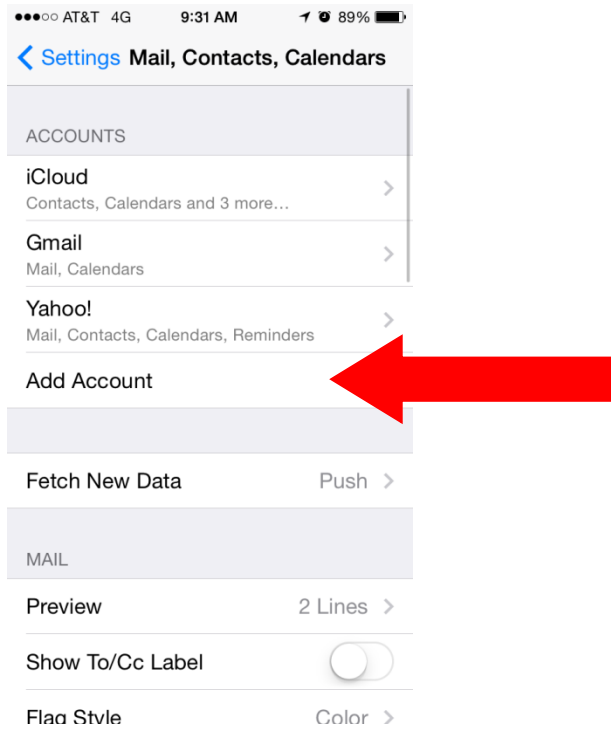**Setting Up Alumni E-Mail on iPhone using Exchange**

1. First, make sure your iPhone device is turned on, unlocked and on your main screen. Select **"Settings"**.
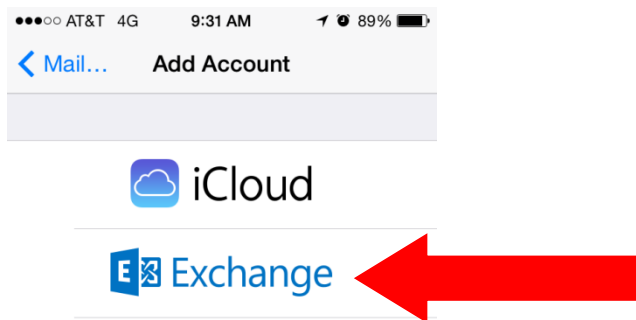

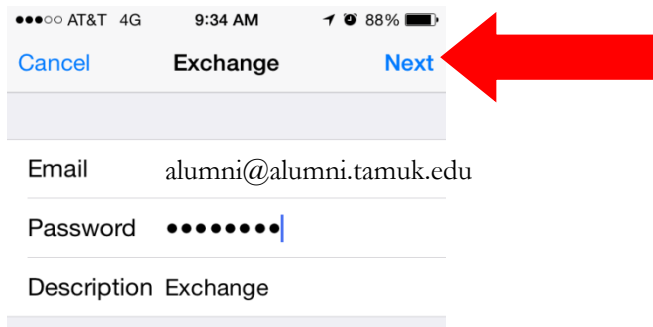2. Next, select **"Mail, Contacts, Calendars"**.

3. In your Mail, Contacts, Calendars settings, select, **"Add Account..."**.


4. Select, **"Exchange"**.

5. On the next screen, enter your alumni e-mail address and password..
You can also change your description. Click **"Next"**.

6. On the next screen enter, **"outlook.office365.com"** for the server name. Your username is also your e-mail address. Leave the Domain optional (blank). Click **"Next"**.
Please Note: If you receive an error stating that the account could not be verified, continue anyway and save your settings. The connection will work.
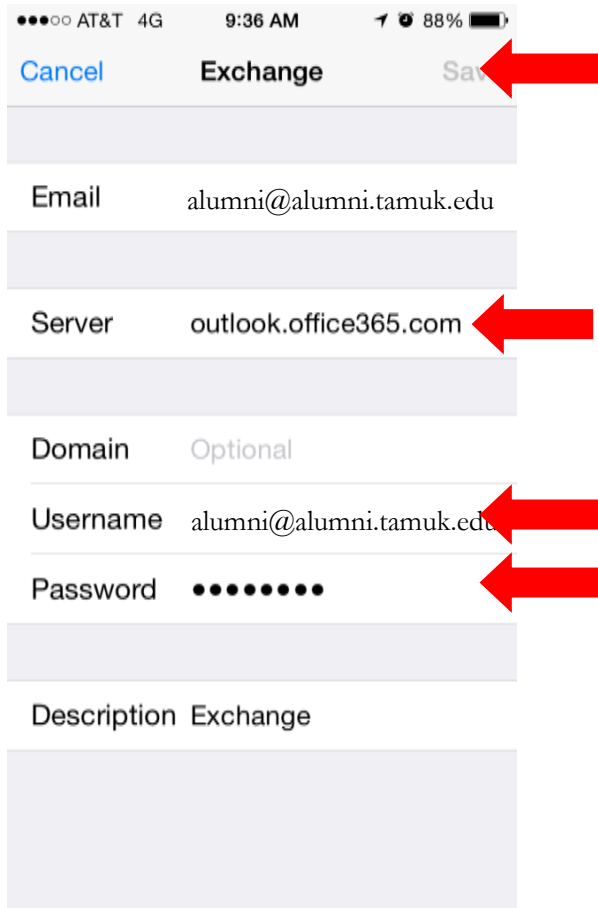
7. After your account is verified, you will be taken to this screen. Mark all the options as **"Off"** except for **"Mail"**. Then click, **"Save"**.
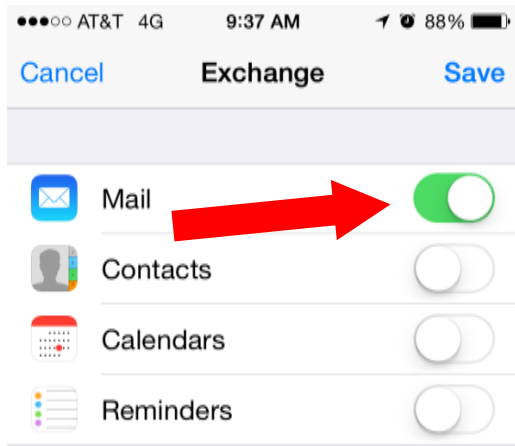
8. Your retiree e-mail is now created! Please allow a few minutes for your student e-mail to synchronize and for your e-mails to download before using it.