

## 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...".

●●●○○ AT&T 4G   9:31 AM	7 0 89%	D		
Settings Mail, Contacts, Calendars				
ACCOUNTS				
iCloud Contacts, Calendars and 3 more.	••	>		
<b>Gmail</b> Mail, Calendars		>		
Yahoo! Mail, Contacts, Calendars, Remin	ders	>		
Add Account				
Fetch New Data	Push	>		
MAIL				
Preview	2 Lines	>		
Show To/Cc Label	$\bigcirc$			
Flag Style	Color	>		

4. Select, "Exchange".



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

●●●○○ AT&T 4G	9:34 AM	7 🛈 88% 🔳	
Cancel	Exchange	Next	
Email	alumni@alu	mni.tamuk.e	du
Password	••••••		
Description	Exchange		

6. On the next screen enter, "outlook.office365.com" for the server name. Your username is also your email 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.

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Cancel	Exchange	Sav
Email	alumni@alum	ni.tamuk.edu
Server	outlook.offic	e365.com
Domain	Optional	
Username	alumni@alum	ni.tamuk.ed
Decoword		
Password	•••••	
Description	Exchange	

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.

