



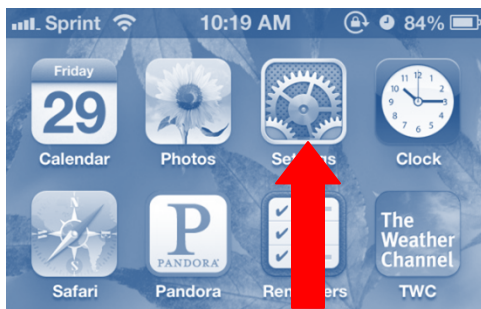
iTech Helpdesk

Setting Up Student E-Mail on iPhone using Exchange

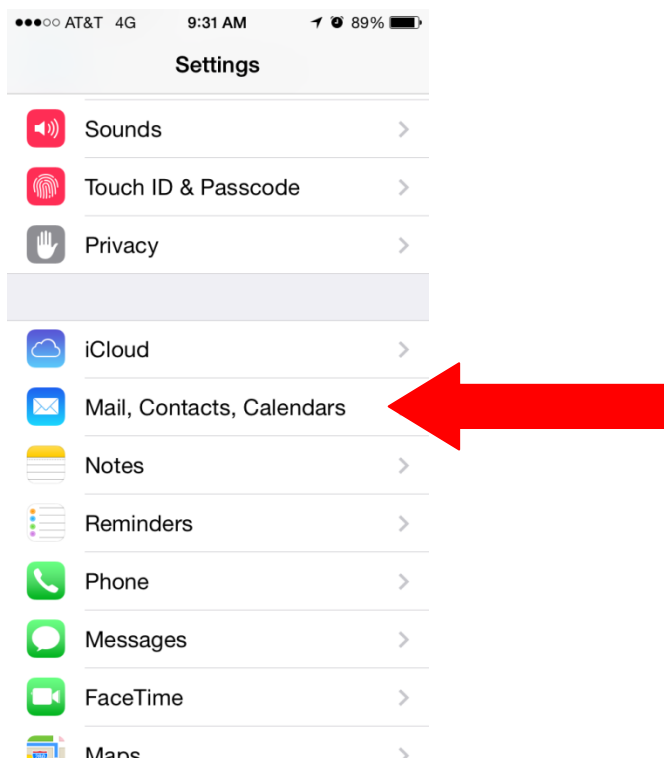
If you require any assistance with these instructions please call the Help Desk at 361-593-4357.

Instructions for All Students

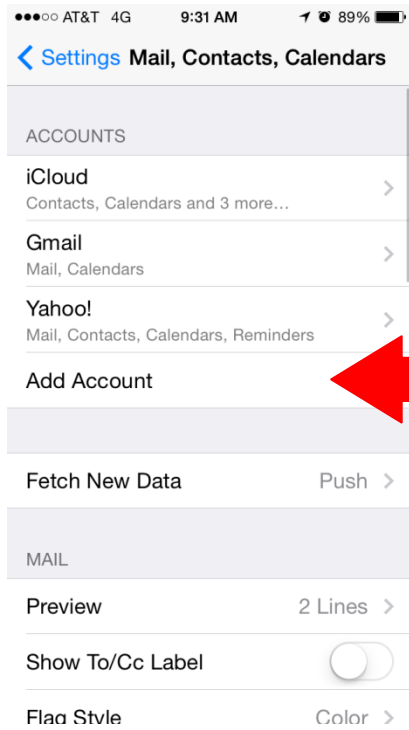
1. Select "Settings".



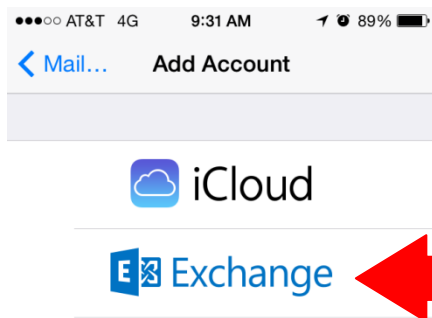
2. Next, select "Mail, Contacts, Calendars".



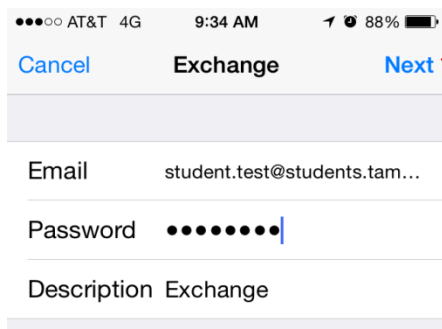
3. In your Mail, Contacts, Calendars settings, select, "**Add Account...**".



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

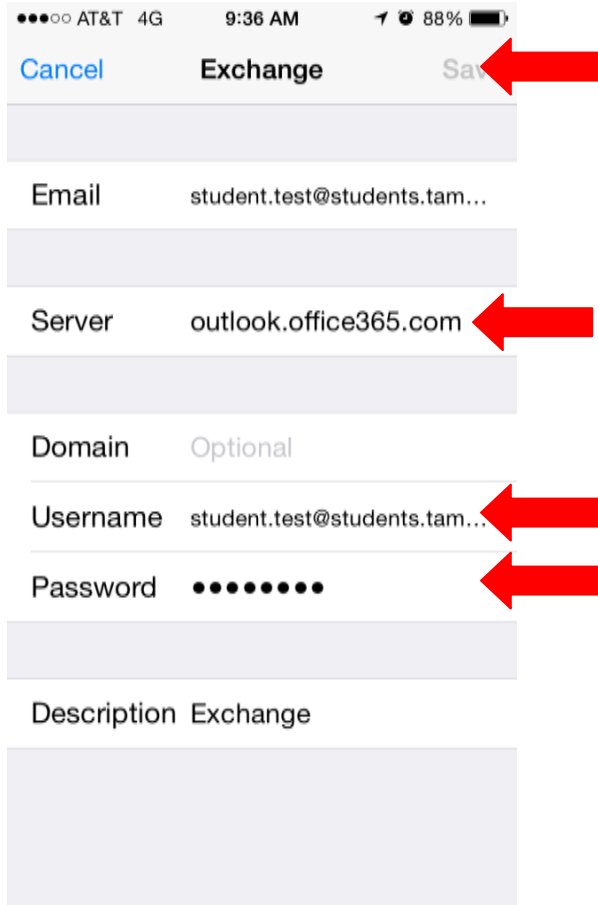


5. Enter your student e-mail address and password. Click "**Next**".

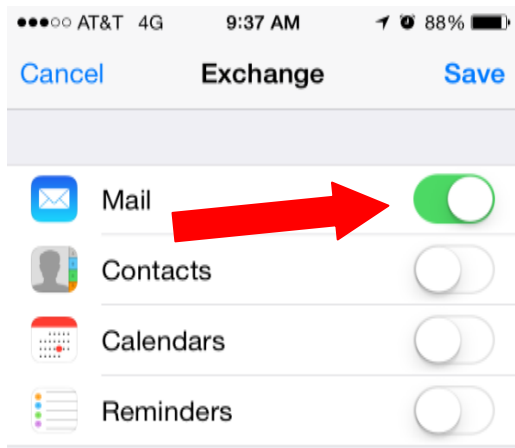


6. Enter, "outlook.office365.com" under server.
Your username is also your e-mail address.
Domain should be blank.
Click "Next".

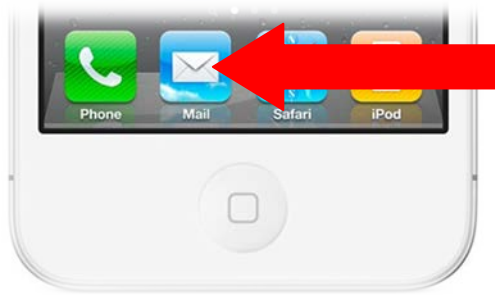
Please Note: If you receive an error stating that the account could not be verified, continue anyway and save your settings. The connection will work.



7. Mark all the options as "Off" except for "Mail" on this screen.
Then click, "Save".



8. Your student 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.



*Please note: When setting up your email we recommend using your cellular data. Only use wifi if cellular data is NOT applicable.