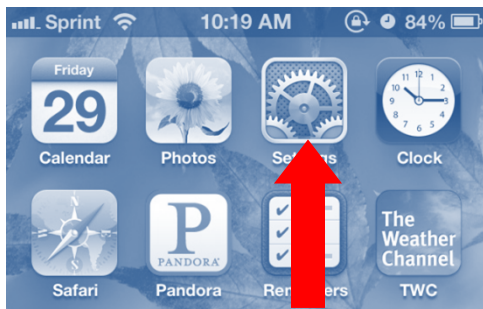




iTech Helpdesk

Setting Up Retiree E-Mail on iPhone using Exchange

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



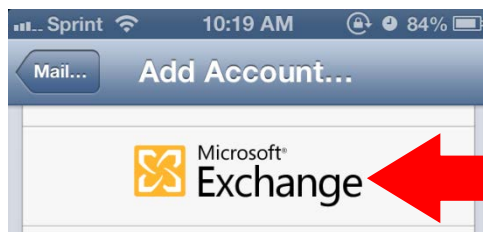
2. Next, select **"Mail, Contacts, Calendars"**.



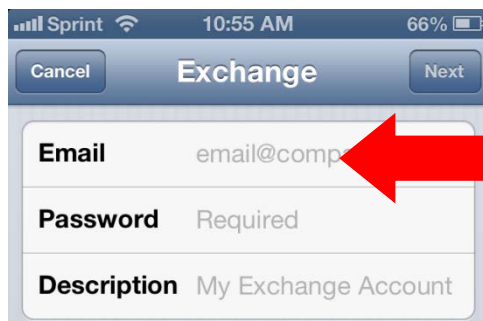
3. In your Mail, Contacts, Calendars settings, select, "**Add Account...**".



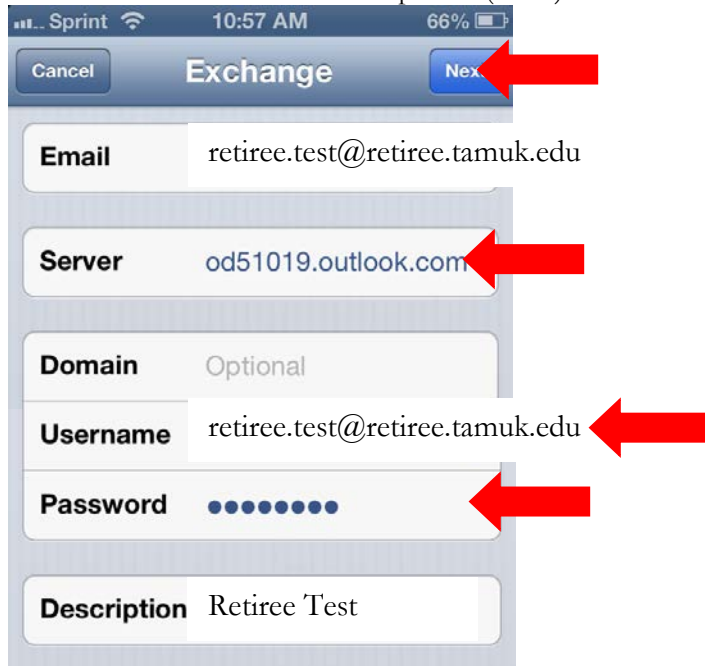
4. Near the bottom of the screen, select, "**Microsoft Exchange**".



5. On the next screen, enter your e-mail address and password. Your e-mail address should be `firstname.lastname@retiree.tamuk.edu`. You can also change your description. Click "**Next**".



6. On the next screen enter, "**pod51019.outlook.com**" for the server name. Your username is also your e-mail address. Leave the Domain optional (blank). Click "**Next**".



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 retiree e-mail to synchronize and for your e-mails to download before using it.

