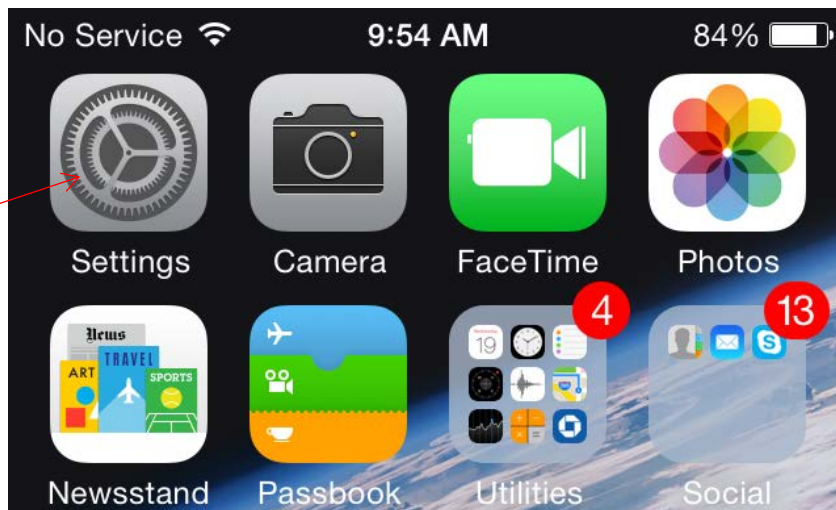


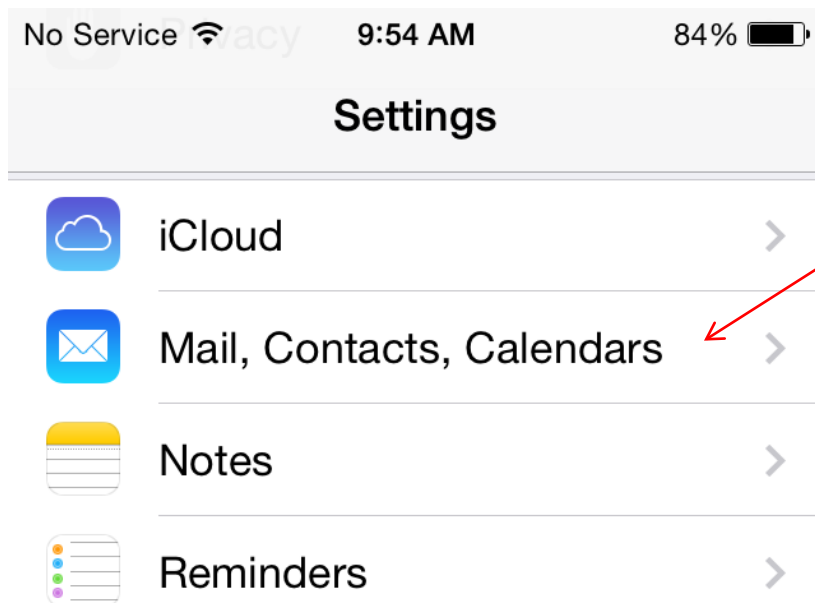
Configure Email on Your iPhone, iPad or iPod Touch

***If your iPhone is already configured to your previous Exchange account (msmsc.la.edu), you will need to first delete that account from your phone before you can add your new Exchange account (msmu.edu)**

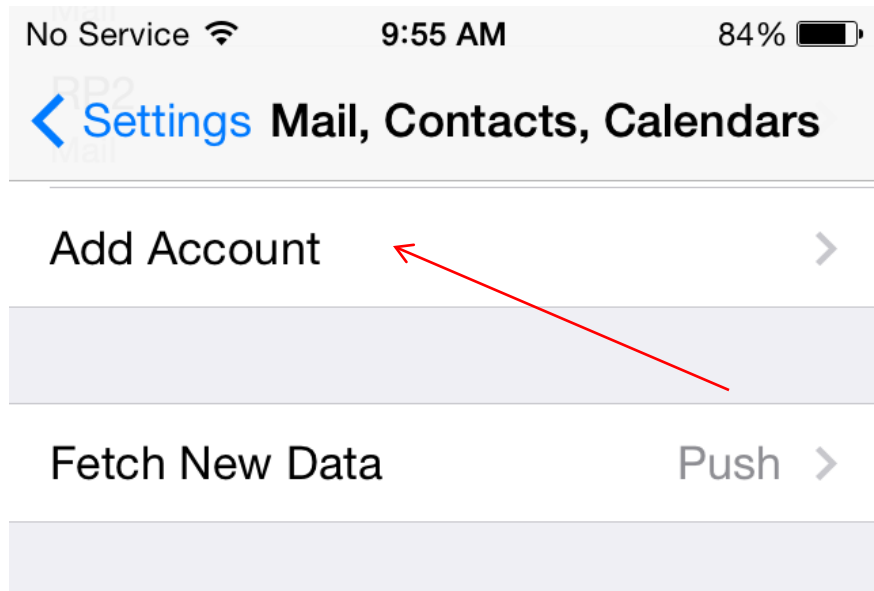
1. Go to Settings.



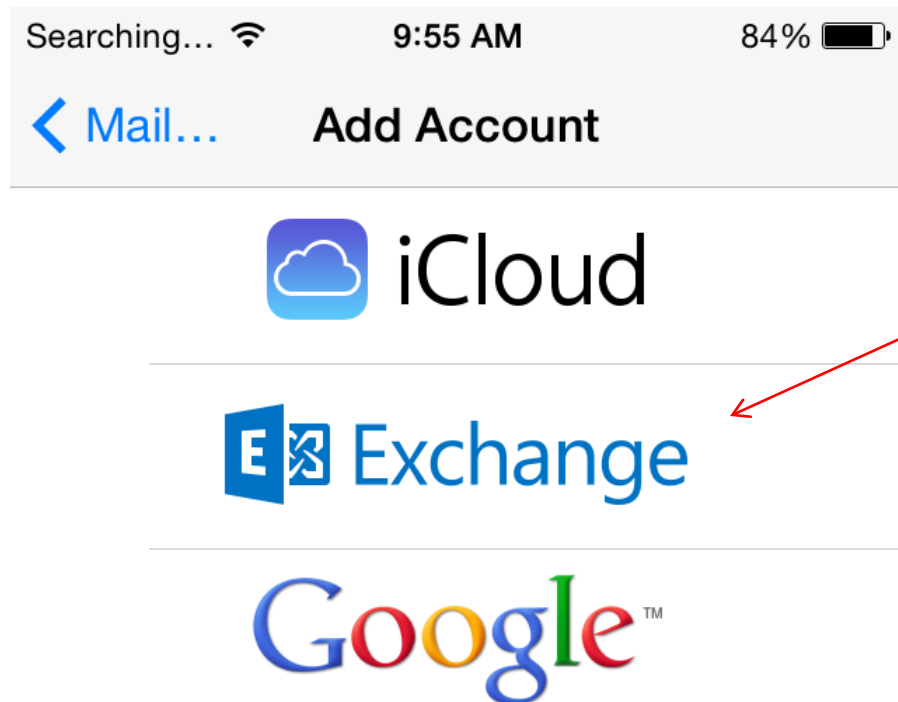
2. On the Settings screen, tap Mail, Contacts, and Calendars.



3. Tap Add Account.



4. Tap Exchange.



5. Enter your Email address, Password, and a short Description (username@msmu.edu) for your email. Tap “Next”.

No Service 9:56 AM 83%

Cancel Exchange Next

Email username@msmu.edu

Password ●●●●●●●●●●

Description MSMU

6. Wait as your credentials are verified.

No Service 9:56 AM 83%

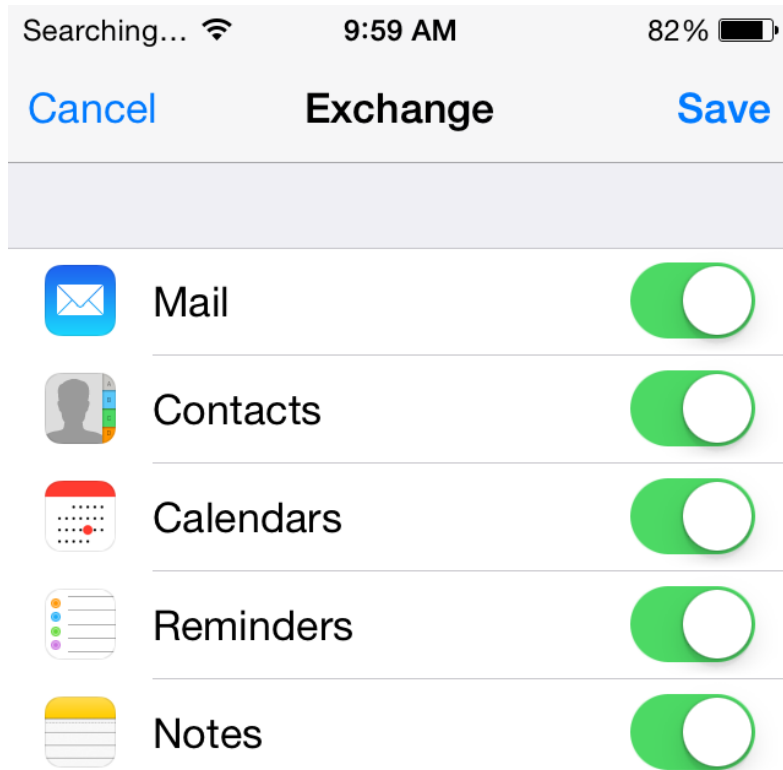
Verifying

Email username@msmu.edu

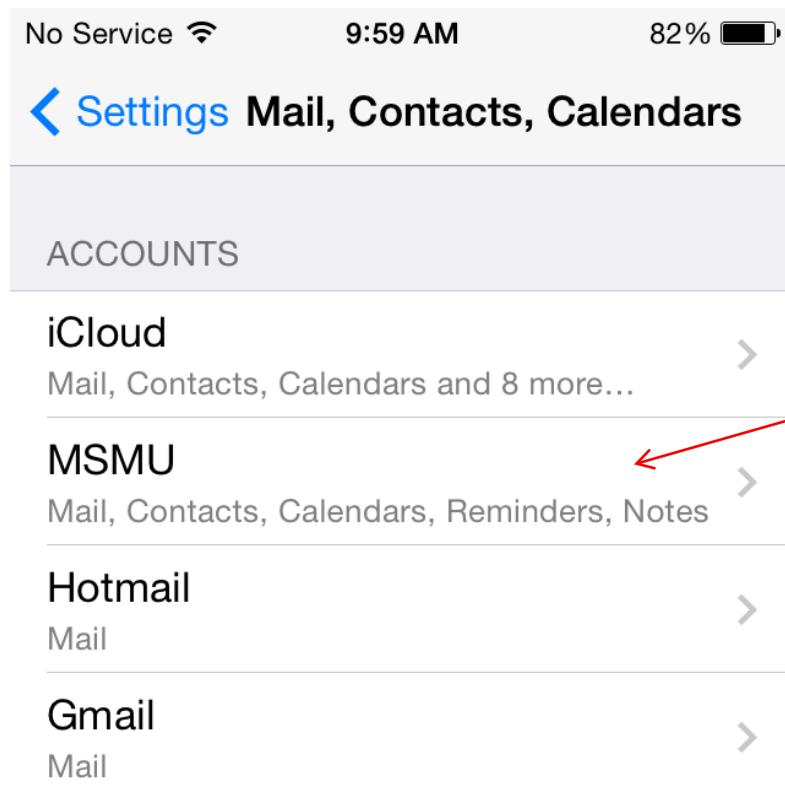
Password ●●●●●●●●●●

Description MSMU

7. Check what you would like to sync and then click “Save”



8. Your mailbox is now added



***NOTE: Autoconnect will try to find the settings you need to configure for your account. If autoconnect is unsuccessful, you can manually configure your device in just a few additional steps as prescribed below.**

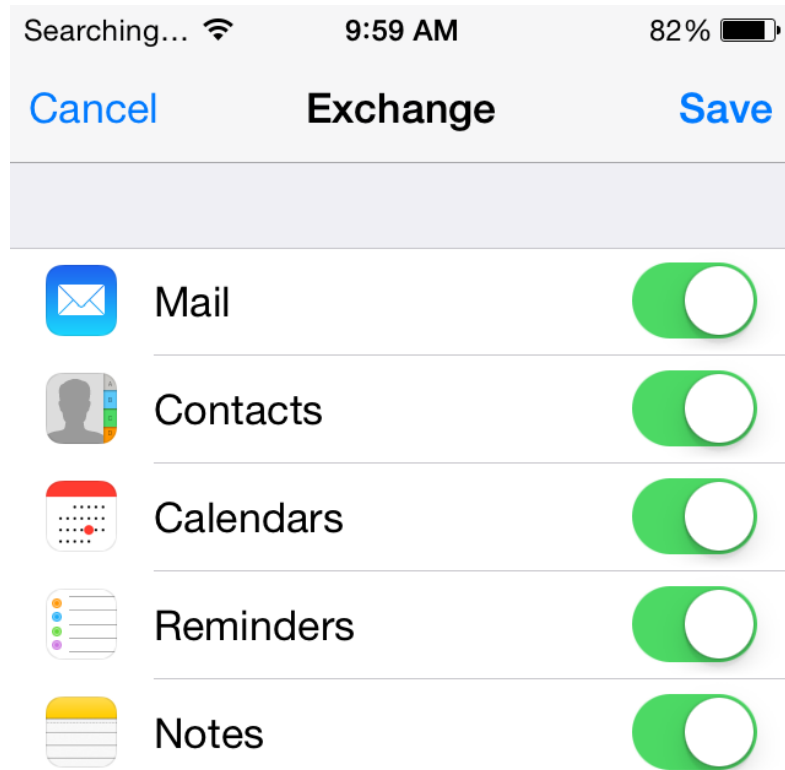
To Manually Configure Your iPhone, iPad or iPod Touch

1. (see steps 1-5 above)
2. If autodiscover cannot find your settings automatically, enter the following information: •Server — outlook.office365.com. Click “Next”

The screenshot shows an iPhone email configuration screen. At the top, the status bar displays "No Service", "10:53 AM", and "65%". Below the status bar are "Cancel" and "Next" buttons. The form contains the following fields:

- Email:** username@msmu.edu
- Server:** Optional (with a red arrow pointing to the text "outlook.office365.com" to its right)
- Domain:** Optional
- Username:** username@msmu.edu (with a red arrow pointing to the text "Retype your credentials: full email address for your username, and your password" to its right)
- Password:** Required (with a red arrow pointing to the text "Retype your credentials: full email address for your username, and your password" to its right)
- Description:** MSMU

3. Choose which items you would like to sync and click “Sync”.



4. Your mailbox is now added.

