## Faculty/Staff Email Setup on iPhone

1. On the Home Screen of your device, tap Settings.



2. In Settings menu, tap Mail.



## **3.** In Mail, tap Accounts.



## 4. In Accounts, tap Add Account.



5. In Add Account, tap Exchange.



6. Enter your email address, password, and an optional description and tap Next. (Note: Depending on the iOS version, the password may not be available on this screen. If it is not, it will be available on the following screen)

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Cancel	Cancel			Exchange			Next	
Email username@pensacolastate.edu								
Password ***********								
Description PSC Email								
QWERTYUIOP								
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123 👰		space					turn	

7. You should see check marks beside each field if user's credentials correct. Make any necessary corrections and tap Next.



8. Make any changes to the selections if necessary and tap Save.

