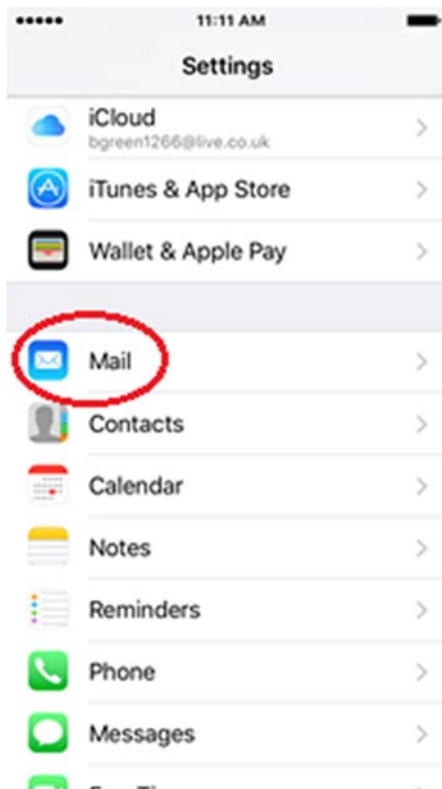


Faculty/Staff Email Setup on iPhone

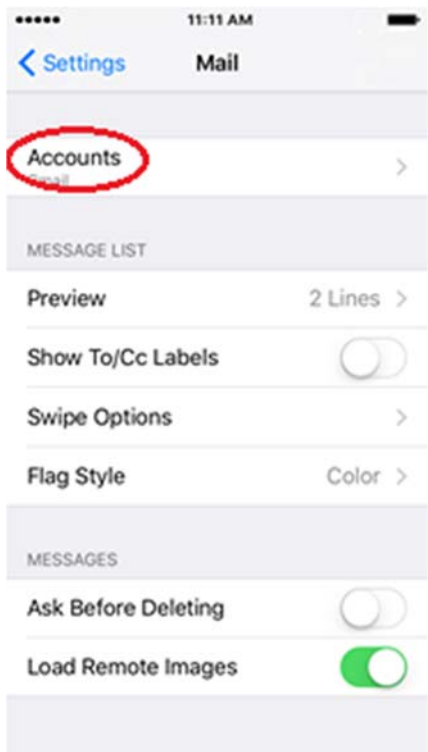
1. On the **Home Screen** of your device, tap **Settings**.



2. In **Settings** menu, tap **Mail**.



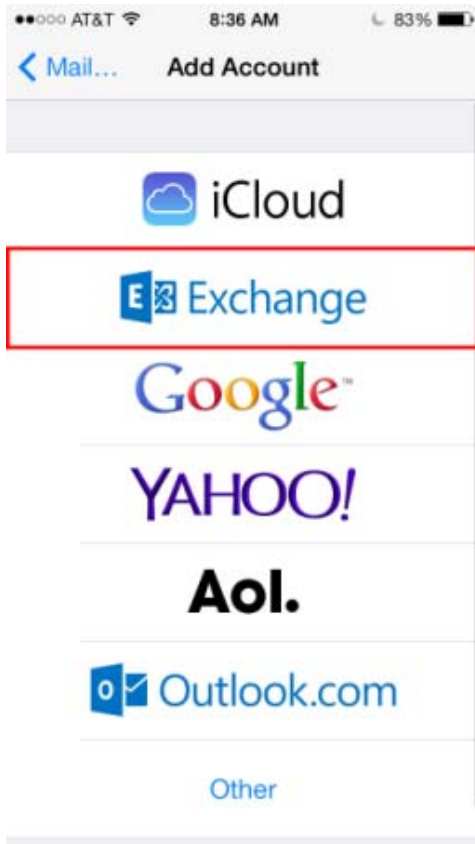
3. In Mail, tap [Accounts](#).



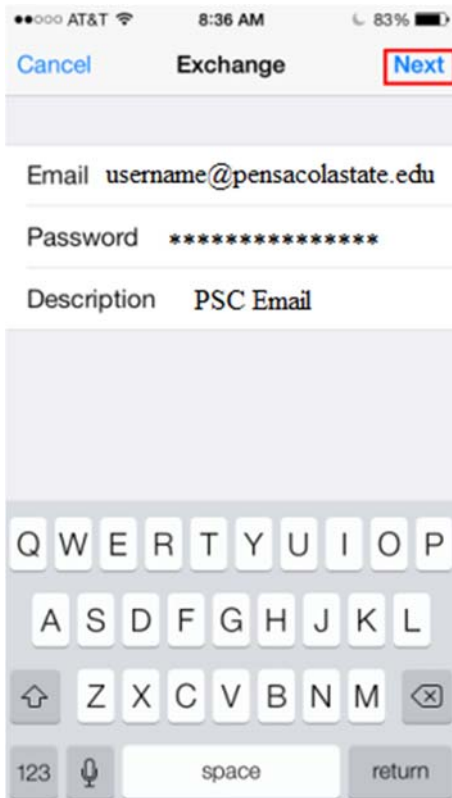
4. In Accounts, tap [Add Account](#).



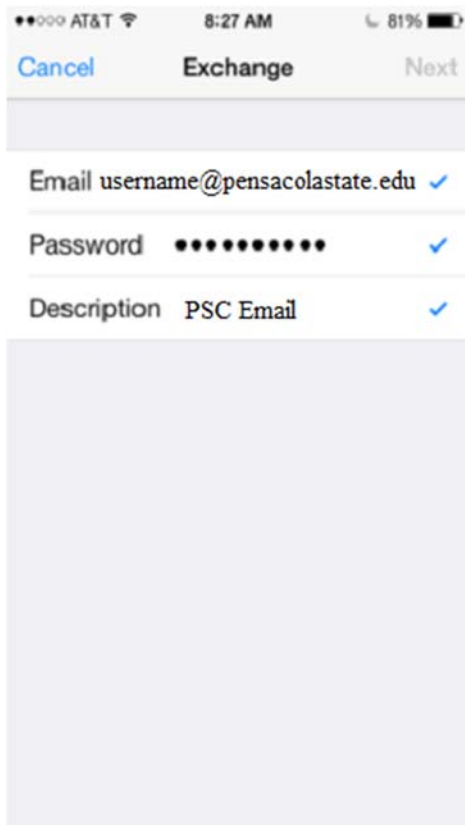
5. In **Add Account**, tap **Exchange**.



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)



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**.

