Email Setup - iPhone

1) Click the **Settings icon**

2) In the Settings screen, click **Mail, Contacts, Calendars**

3) Click **Add Account**

4) Click **Microsoft Exchange**

5) Enter the information in the account screen:
   a. **Email**  This is your Thiel email address
      i.e. newperson@thiel.edu
   
       b. **Password**  This is your account **password** (on your green sheet)
   
       c. **Description**  optional – Exchange will be the name if you do not put anything in the description field

6) Once you have verified that the information is entered correctly, click **Next**

7) You may see a warning that your server identity cannot be identified. If you see this message, click **Continue**
   a. In the **Server** field enter **outlook.office365.com**
      *You may receive a warning that the server identity cannot be verified. The iPhone can continue to communicate with the server using this certificate, and the communication is still secured. If this is the first, or second, time you get this warning, click **Continue**
      *If you receive a message that the Exchange account cannot be verified, click **OK** and make sure you have entered the account information correctly. This error will most often appear is a password has not been entered correctly or if the Server information is incorrect.
      
   b. In the **Username** field, enter your [userid#]@thiel.edu, for example 123456789@thiel.edu. You can find this ID number or your Thiel issued ID card.
   
   c. Leave the **Domain** field blank.

8) Once the account has been validate, select which Exchange features you wish to synchronize with your phone (Mail, Contacts, Calendars), the click **Save**