

THIEL COLLEGE

Information Technology Support Center

VISIT US IN AC-125 OR CALL X4000 FOR HELP

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**

