Guide to iOS Email Setup

1. Follow the instructions for removing your @gsw.edu account from your iOS device.
2. Follow the instructions for adding your @gsw.edu account to your iOS device.
Deleting an email account from iOS

1. Select **Settings**.

2. Scroll down to Settings and select **Mail**.
3. Select Accounts.

5. Scroll down and select **Delete Account**.
Adding an email address to iOS

1. Select **Settings**.

2. Scroll down to **Settings** and select **Mail**.
3. Select **Add Account**.

4. Select **Exchange**.
5. Enter your full email address and password.

6. Select Next.
7. Turn on your desired sync options and select **Save**.

8. Navigate to **Mail**, under **Settings**.

10. Select Exchange.
11. Select your account.

12. The Server option should appear as `outlook.office365.com` and your Username should reflect your full email address. Select Done to continue.
13. Once your settings are verified you can begin viewing email.

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:Andrew.Brooks@gsu.edu">Andrew.Brooks@gsu.edu</a> ✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server</td>
<td>outlook.office365.com ✓</td>
</tr>
<tr>
<td>Domain</td>
<td>Optional ✓</td>
</tr>
<tr>
<td>Username</td>
<td><a href="mailto:andrew.brooks@gsu.edu">andrew.brooks@gsu.edu</a> ✓</td>
</tr>
<tr>
<td>Password</td>
<td>·························· ✓</td>
</tr>
<tr>
<td>Description</td>
<td>Exchange ✓</td>
</tr>
<tr>
<td>Advanced Settings</td>
<td></td>
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