# 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

•0000 V	erizon ᅙ 9:56 AM	*
	Settings	
	Mail	>
	Contacts	>
	Calendar	>
	Notes	>
	Reminders	>
	Phone	>
	Messages	>
	FaceTime	>
	Марѕ	>
	Compass	>
	Safari	>

## 3. Select Accounts.

●०००० Verizon ᅙ	9:56 AM	*	
Settings	Mail		
Accounts Exchange			>
MESSAGE LIST			
Preview		2 Lines	>
Show To/Cc Lab	els	$\bigcirc$	
Swipe Options			>
Flag Style		Color	>
MESSAGES			
Ask Before Dele	ting	$\bigcirc$	
Load Remote Im	ages		)

## 4. Select Exchange.

●○○○○ Verizon ᅙ 9:56 AM	*	<b>P</b>
<b>K</b> Mail Accounts		
ACCOUNTS		
iCloud Contacts, Calendars and 5 more		>
<b>Exchange</b> Mail, Contacts, Calendars, Reminders, Note	es	>
Add Account		>
Fetch New Data Pus	h	>

5. Scroll down and select **Delete Account**.

●●000 V	erizon LTE 10:33 AM	<b>—</b> ),
	counts Exchange	
	Mail	
	Contacts	
	Calendars	
	Reminders	
	Notes	
Mail	Days to Sync	1 Week >
Auto	matic Reply	Off >
	Delete Account	

# Adding an email address to iOS

### 1. Select Settings.



2. Scroll down to Settings and select Mail.

● ○ ○ ○ Verizon 🗢 9:56 AM		* 💼
	Settings	
	Mail	>
	Contacts	>
	Calendar	>
	Notes	>
	Reminders	>
	Phone	>
	Messages	>
	FaceTime	>
280	Maps	>
THE REPORT	Compass	>
	Safari	>

#### 3. Select Add Account.

•••• Verizon 3G 4:25 PM	<b>≁</b> 98% <b>■</b> •
Settings Mail, Contacts,	Calendars
ACCOUNTS	
<b>Exchange</b> Mail, Calendars, Reminders, Notes	>
Add Account	>
Fetch New Data	Push >
MAIL	
Preview	2 Lines >
Show To/Cc Label	$\bigcirc$
Swipe Options	>

#### 4. Select Exchange.



5. Enter your **full email address** and password.

●●○○○ Verizon 중	9:52 AM	*
Cancel	Exchange	Next
Email	email@example.c	com
Password	Required	
Description	My Exchange Ac	count
Exchange Device ID JMT1CM07I96AFCR453DF1DP5Q4		

### 6. Select Next.



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

erizon ᅙ 9:53 AM	* •••
Exchange	Save
Mail	
Contacts	
Calendars	
Reminders	
Notes	
	erizon © 9:53 AM Exchange Mail Contacts Calendars Reminders Notes

8. Navigate to Mail, under Settings.

•0000 V	erizon ᅙ 9:56 AM	* 💼
	Settings	
	Mail	>
	Contacts	>
	Calendar	>
	Notes	>
	Reminders	>
	Phone	>
	Messages	>
	FaceTime	>
200	Maps	>
S S S S S S S S S S S S S S S S S S S	Compass	>
	Safari	>

## 9. Select Accounts.

•०००० Verizon ᅙ 9:56 AM	* 📖
Settings Mail	
Accounts Exchange	>
MESSAGE LIST	
Preview	2 Lines >
Show To/Cc Labels	$\bigcirc$
Swipe Options	>
Flag Style	Color >
MESSAGES	
Ask Before Deleting	$\bigcirc$
Load Remote Images	

## 10. Select Exchange.

•০০০০ Verizon ᅙ 9:56 AM	*	<b>P</b>
Mail Accounts		
ACCOUNTS		
iCloud Contacts, Calendars and 5 more		>
<b>Exchange</b> Mail, Contacts, Calendars, Reminders,	Notes	>
Add Account		>
Fetch New Data	Push	>

## 11. Select your account.

•0000 V	erizon ᅙ 9:56 AM	*		
	Accounts Exchange			
Acco	ount Andrew.Brooks@	@gsw.edu >		
	Mail			
	Contacts			
	Calendars			
	Reminders			
	Notes			
Mail	Days to Sync	1 Week >		
Automatic Reply Off >				

12. The Server option should appear as **outlook.office365.com** and your Username should reflect your **full email address**. Select **Done** to continue.

●●○○○ Verizon 穼	10:02 AM	*
Cancel	Account	Done
Email	Andrew.Brooks@gsw.	edu
Server	outlook.office365.c	om
Domain	Optional	
Username	andrew.brooks@gsw.	edu
Password	•••••	
Description	Exchange	
Advanced Settings		

13. Once your settings are verified you can begin viewing email.

●●○○○ Verizon 중	9:58 AM	* 💼
Cancel	Exchange	Done
Email	Andrew.Brooks@gsw.ec	lu 🗸
Server	outlook.office365.com	~
Domain	Optional	~
Username	andrew.brooks@gsw.ed	u 🗸
Password	•••••	~
Description	Exchange	~
Advanced Settings		