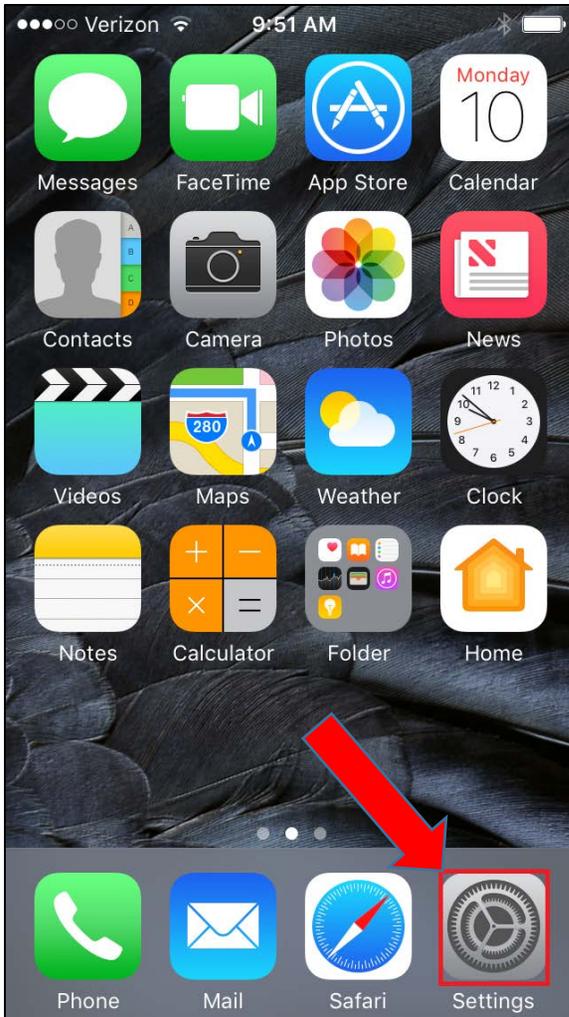


# Guide to iOS Email Setup

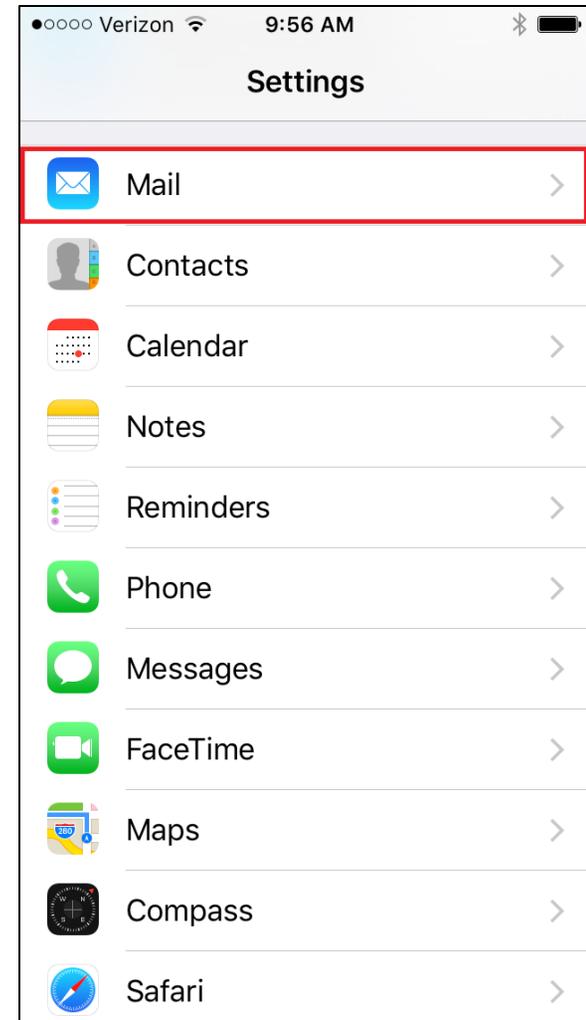
1. [Follow the instructions for removing your @gsw.edu account from your iOS device.](#)
2. [Follow the instructions for adding your @gsw.edu account to your iOS device.](#)

# Deleting an email account from iOS

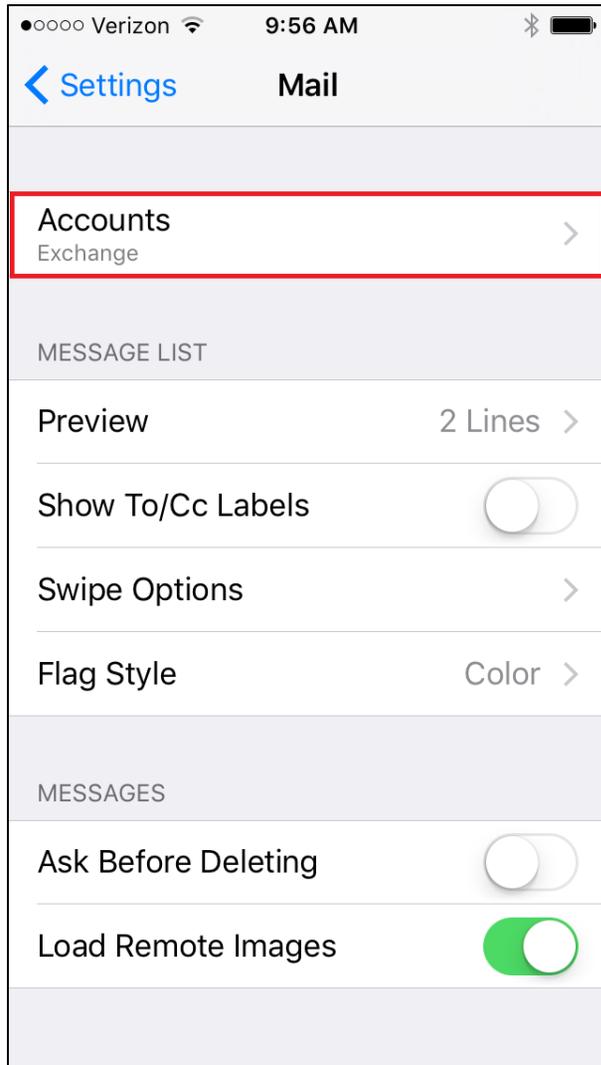
1. Select **Settings**.



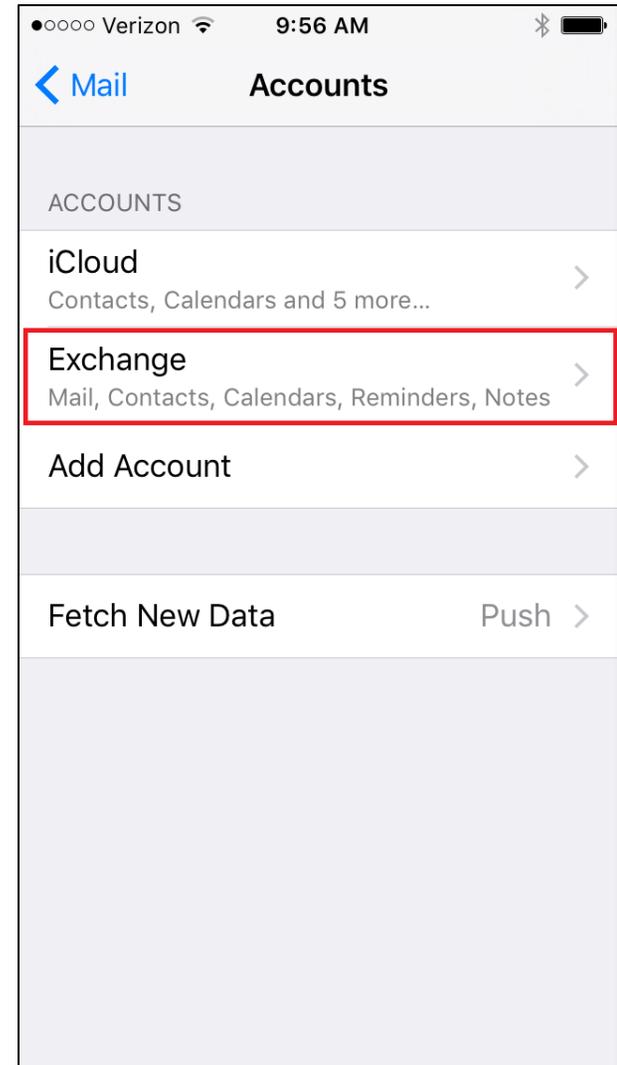
2. Scroll down to Settings and select **Mail**



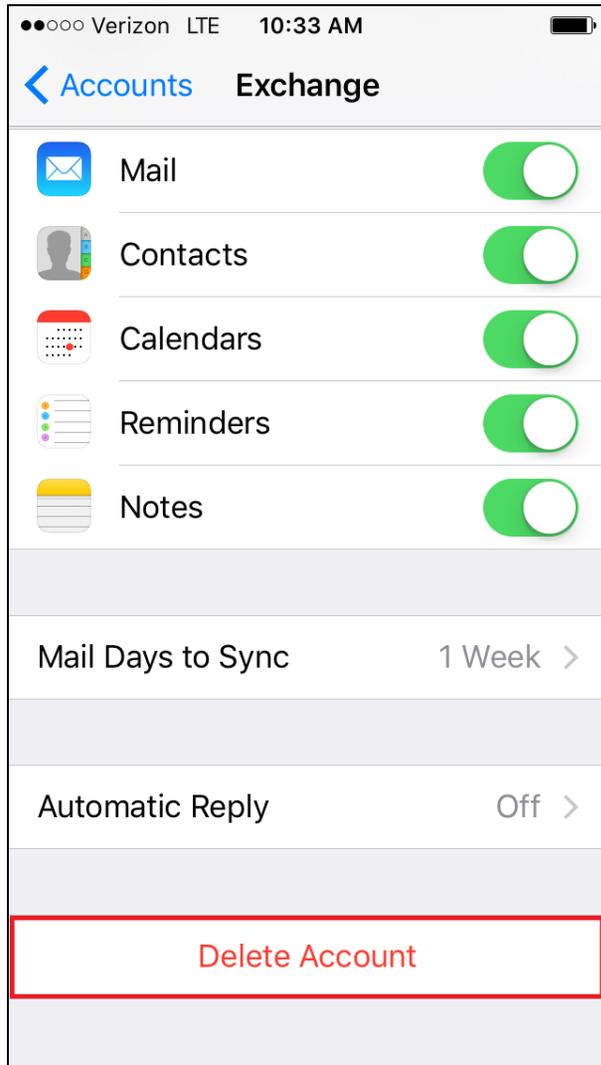
3. Select **Accounts**.



4. Select **Exchange**.

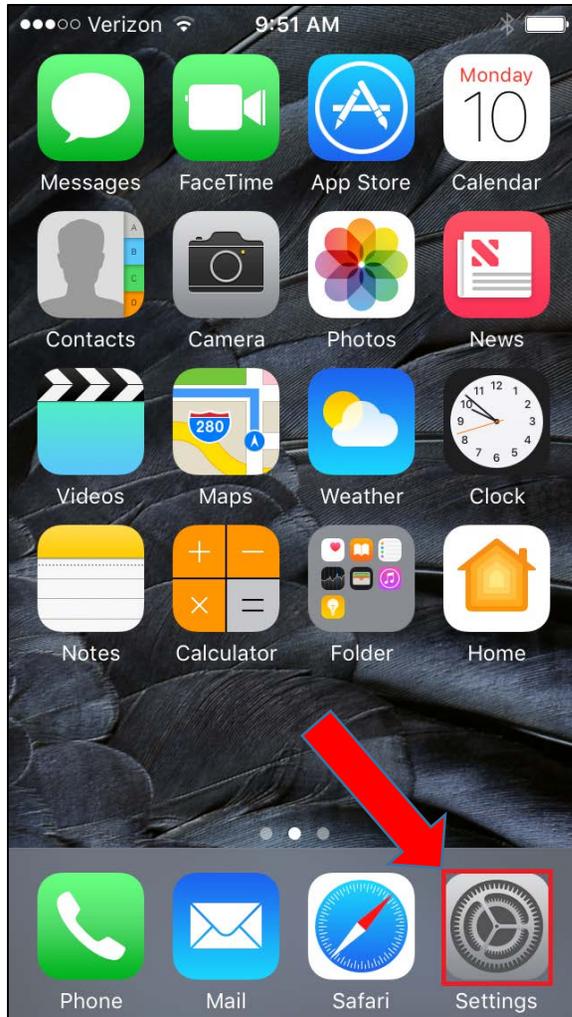


5. Scroll down and select **Delete Account**.

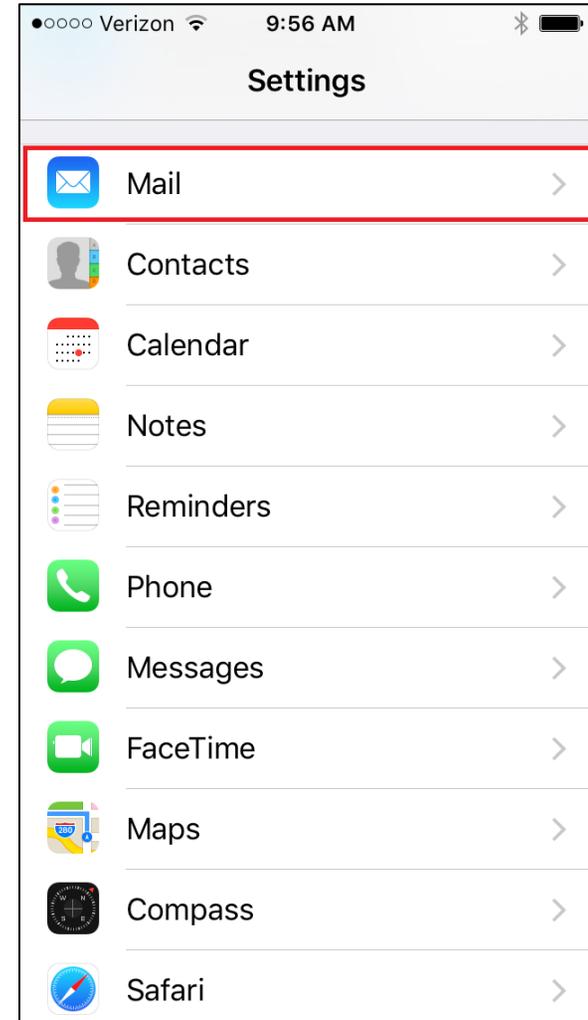


# Adding an email address to iOS

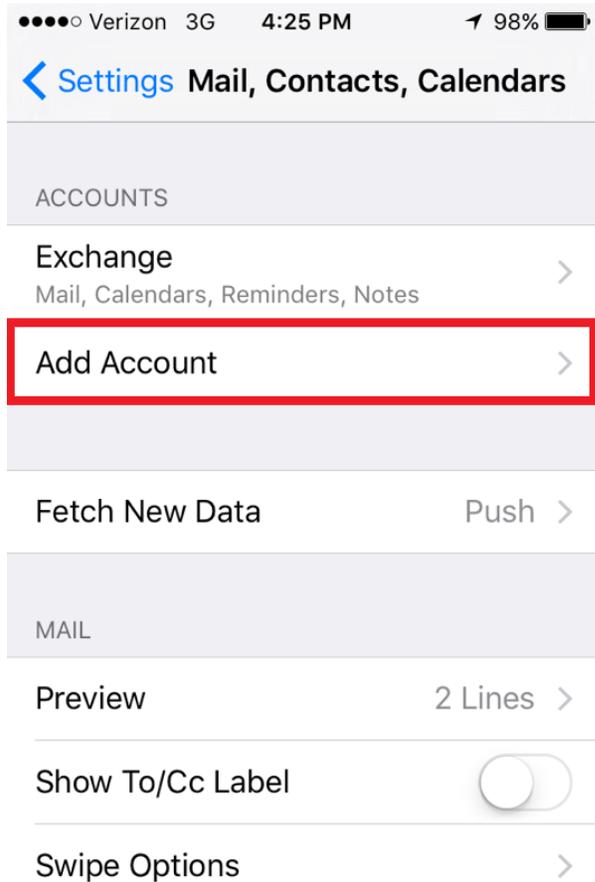
1. Select **Settings**.



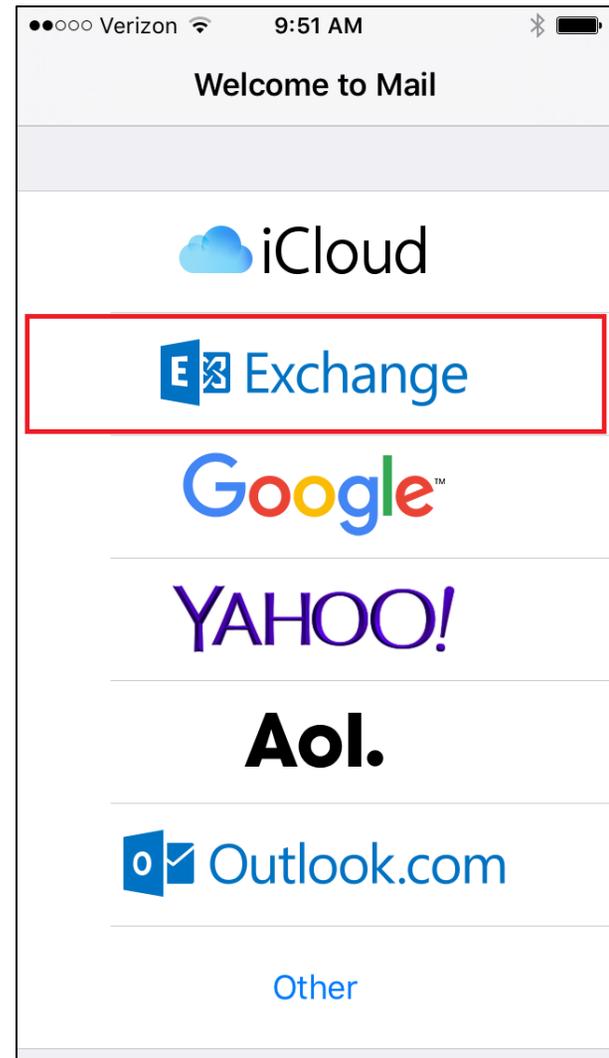
2. Scroll down to Settings and select **Mail**.



3. Select **Add Account**.



4. Select **Exchange**.



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

Verizon 9:52 AM

Cancel Exchange Next

Email email@example.com

Password Required

Description My Exchange Account

Exchange Device ID  
JMT1CMO7I96AFCR453DF1DP5Q4

6. Select **Next**.

Verizon 9:52 AM

Cancel Exchange Next

Email andrew.brooks@gsw.edu

Password ●●●●●●●●●●●●

Description Exchange

Exchange Device ID  
JMT1CMO7I96AFCR453DF1DP5Q4

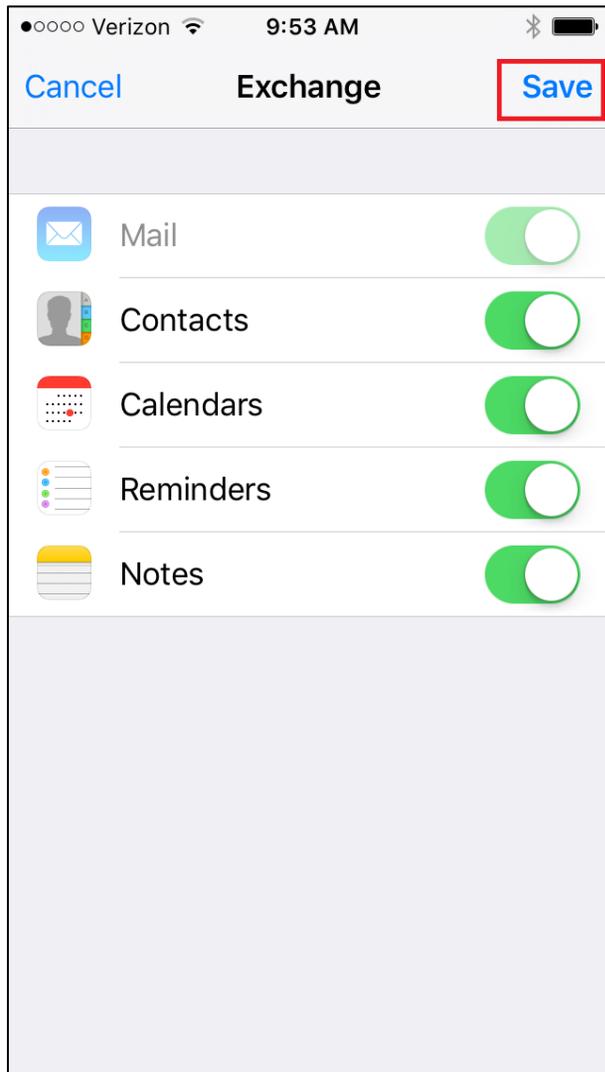
1 2 3 4 5 6 7 8 9 0

- / : ; ( ) \$ & @ "

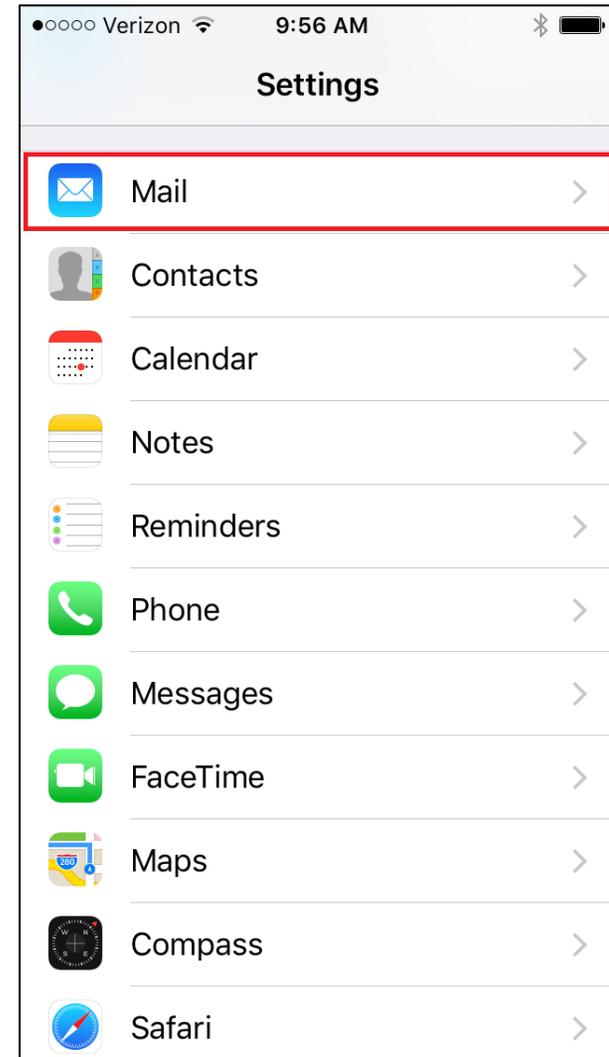
#+= . , ? ! ' < >

ABC space return

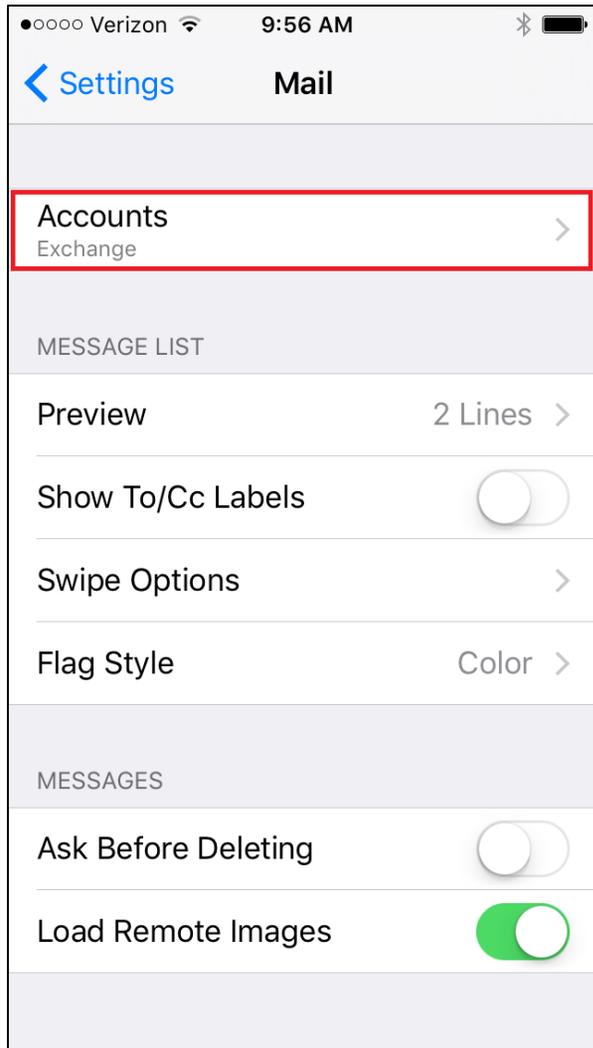
7. Turn on your desired sync options and select **Save**.



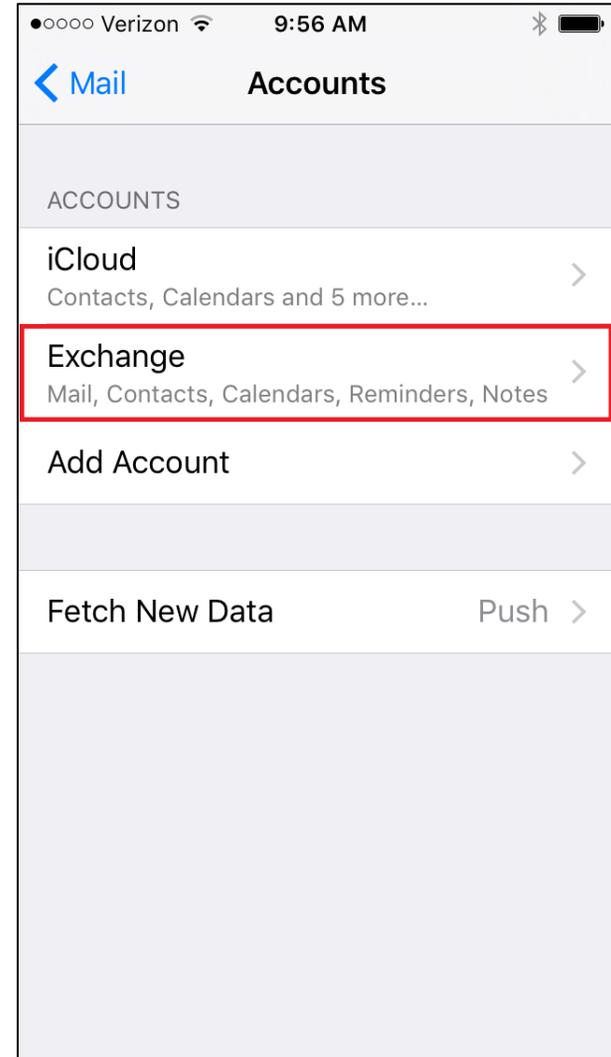
8. Navigate to **Mail**, under **Settings**.



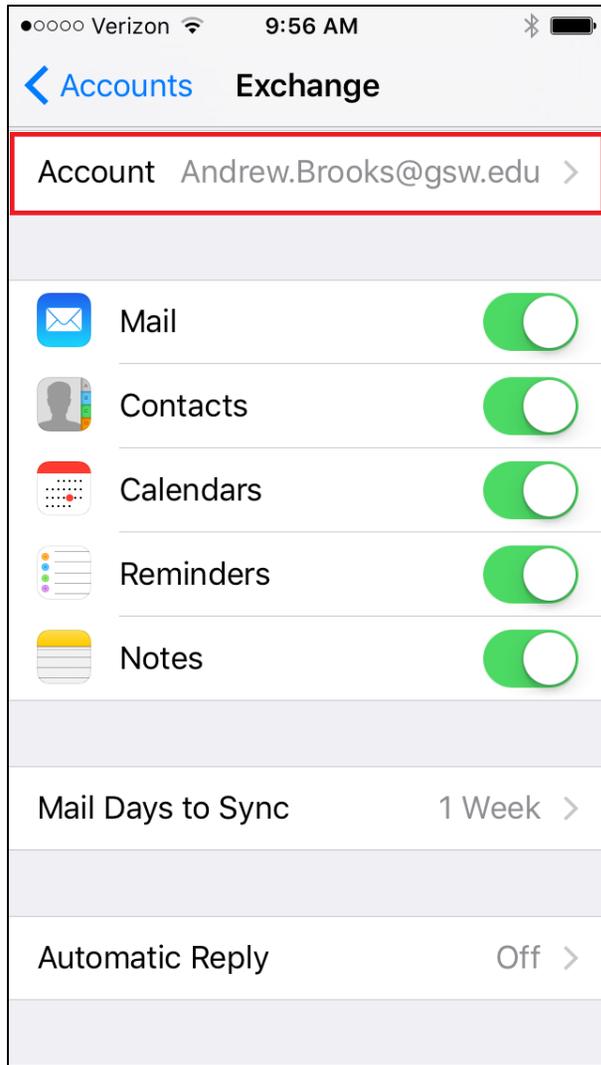
9. Select **Accounts**.



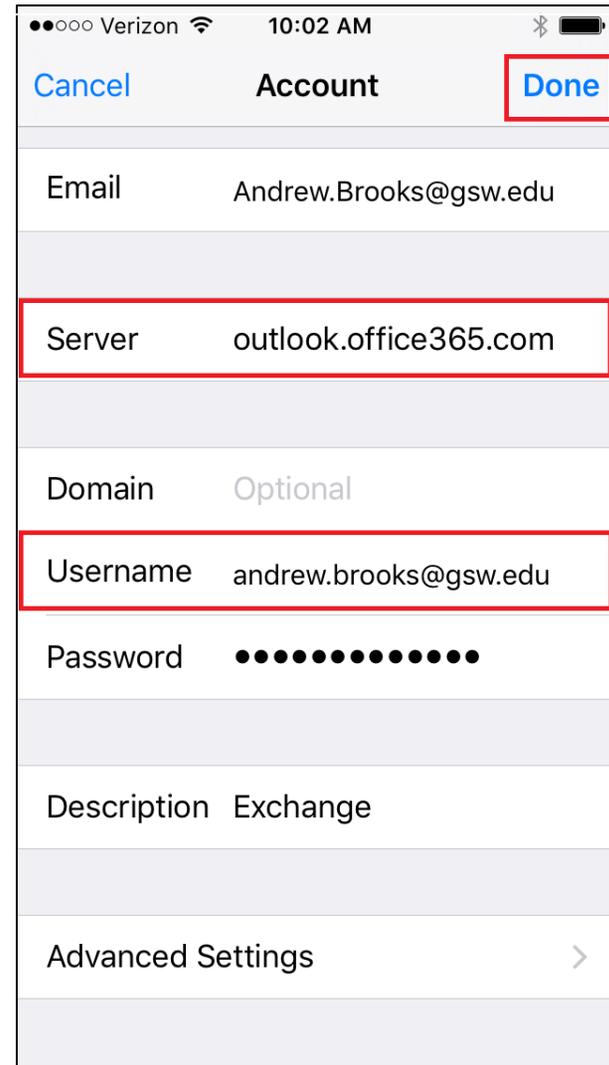
10. Select **Exchange**.



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.

