1. Go to Settings



2. Select Mail

9:17		
	Settings	
[Ľ]	Face ID & Passcode	
SOS	Emergency SOS	
۲	Exposure Notifications	
	Battery	
	Privacy	
A	App Store	
	Wallet & Apple Pay	
Ŷ	Passwords	
	Mail	
٢	Contacts	
*****	Calendar	
	Notes	
:	Reminders	
•	Voice Memos	
	Phone	
	Messages	
	FaceTime	

3. Select Accounts



4. Select Add Account



5. Select Microsoft Exchange from the list.



6. Enter your campus email address and click Next

9:18					
	login.live.com				
Cancel	Outlook				
Microsoft					
Sign in					
Email, phone, or Skype					
No account? Create one!					
	Back	Next			
	Buok	нел			
ି _ୟ Sign-in	options				

7. Enter your campus email address again.

Description will be Exchange if left blank.



8. Click Sign In (you should not have to configure manually)



9. Enter email password and click Sign in.



10. Save the settings you want to sync



11. The account is listed as Exchange or by the description provided above

9:20	· .	∥ 奈 🗊
< Mail	Accounts	
ACCOUNTS		
iCloud iCloud Drive, Col		
Exchange Mail, Calendars		
Add Account		
Fetch New Da	ata	Off >

(Please note: these instructions were made using an iPhone 11 Pro Max on iOS 14.6. Instructions may vary depending on model and iOS)