

iTech Helpdesk

Setting Up Student E-Mail on iPhone using Exchange

If you require any assistance with these instructions please call the Help Desk at 361-593-4357.

Instructions for All Students

1. Select "Settings".



2. Next, select "Mail, Contacts, Calendars".



3. In your Mail, Contacts, Calendars settings, select, "Add Account...".

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Settings Mail, Contacts, Calendars				
ACCOUNTS				
iCloud Contacts, Calendars and 3 more.		>		
Gmail Mail, Calendars		>		
Yahoo! Mail, Contacts, Calendars, Remin	ders	>		
Add Account				
Fetch New Data	Push	>		
MAIL				
Preview	2 Lines	>		
Show To/Cc Label	\bigcirc			
Flag Style	Color	>		

4. Select, "Exchange".



5. Enter your student e-mail address and password. Click "Next".



6. Enter, "outlook.office365.com" under server.

Your username is also your e-mail address.

Domain should be blank.

Click "Next".

Please Note: If you receive an error stating that the account could not be verified, continue anyway and save your settings. The connection will work.

●●●○○ AT&T 4G	9:36 AM	7 🗿 88% 🔳
Cancel	Exchange	Sav
Email	student.test@st	udents.tam
Server	outlook.office	e365.com
Domain	Optional	
Username	student.test@st	udents.tam
Password	•••••	
		•
Description	Exchange	

7. Mark all the options as "**Off**" except for "**Mail**" on this screen. Then click, "**Save**".



8. Your student e-mail is now created! Please allow a few minutes for your student e-mail to synchronize and for your e-mails to download before using it.



*Please note: When setting up your email we recommend using your cellular data. Only use wifi if cellular data is NOT applicable.