

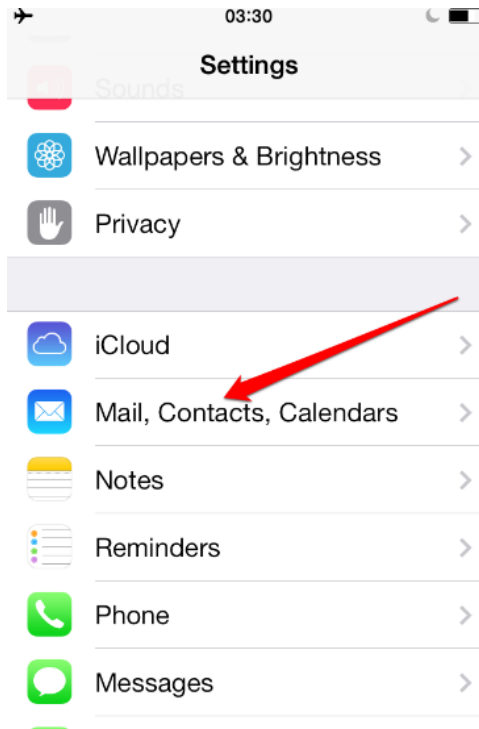
Configuring an iPhone to Connect to SOM Email

Please note: The below screenshots are for configuring your SOM Email Account on the native iOS Mail App. As an alternative, the Microsoft Outlook app is available in the Apple App Store to download and use as an email client if you prefer.

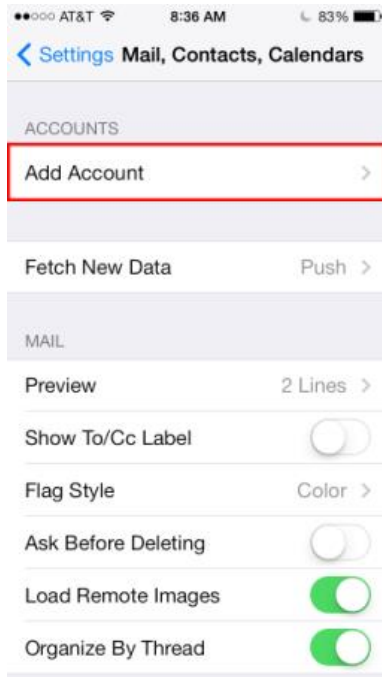


1.) From the Home Screen, select the **Settings** icon

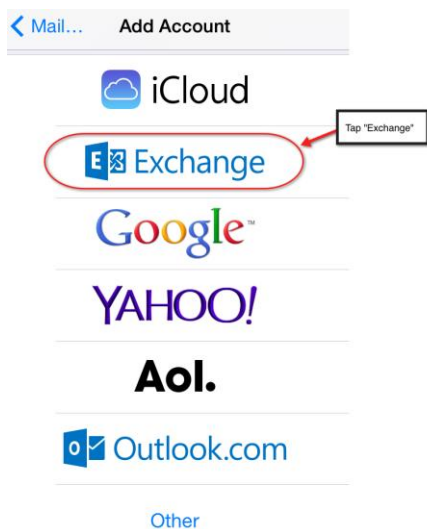
2.) Select **Mail, Contacts, Calendars**



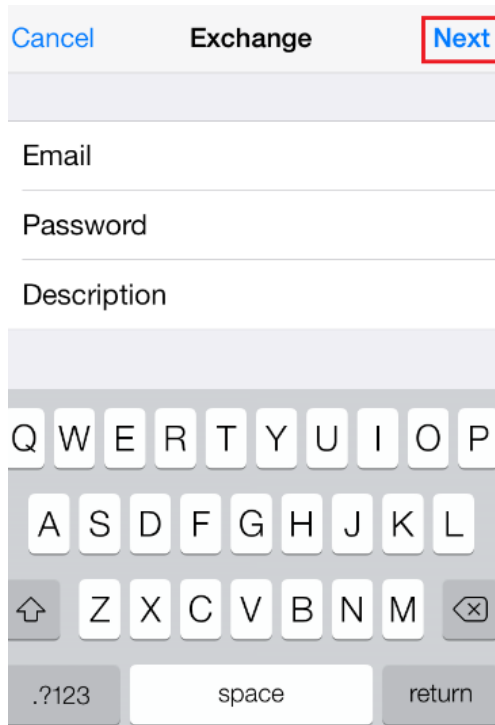
3.) Under **Accounts**, select **Add Account...**



4.) Set up a new mail account by selecting **Microsoft Exchange**



5.) Enter your email address (e.g. JDoe@som.umaryland.edu) in the **Email** box.



- 6.) Enter your SOM Email Address (e.g. user@som.umaryland.edu) in the **Email** box.
- 7.) Enter your SOM password in the **Password** box
- 8.) Enter a description for this account, such as SOM, and choose **Next**
- 9.) The iPhone will now try to automatically discover the SOM Email Servers. Note: if it prompts you to enter **Server**, type in outlook.office365.com
- 10.) **Tap the home button and go into Mail.** You should see your new account appear, and it should show your folders and email messages within a few moments. Congratulations, your Email is now set up!