**How to Set-up your G.S.U. Email on your IOS Smart Phone**

***\*\*Set-up is dependent on what version of software your phone is currently running\*\****

***For iOS Phones:***

* Choose “Settings”
* Scroll and select “Mail, Contact, Calendars”
* Select the following:
	+ “Add Account”
	+ “Exchange”
* Section 1:
* Enter:
	+ GSU Email address
		- Employee’s - i.e.: doej@gram.edu
		- Student’s - i.e.: doej@gsumail.gram.edu
	+ Password {Students: Please enter password **exactly** how it appears in Banner}
	+ Description (Optional)
	+ Click “Next”
* Section 2:
	+ Email: \*Your email address will already be populated in the cell\*
	+ Enter Server: **outlook.office365.com**
	+ Enter Domain: **banner1 or banner1/username**
	+ Enter Username – use only lettering that sits before the **“at symbol - (@)”**
		- **(**i.e.:doej**)**
	+ Enter Password
	+ Click “Next”
	+ Click “Save”
	+ **How to Set-up your G.S.U. Email on your IOS Smart Phone – Cont’d**
* ***For iOS Phones running 11.0 software or higher:***
* Choose “Settings”
* Scroll and select “Accounts & Passwords”
	+ “Add Account”
	+ “Exchange”
* Section 1:
* Enter:
	+ GSU Email address
		- Employee’s - i.e.: doej@gram.edu
		- Student’s - i.e.: doej@gsumail.gram.edu
	+ Description (Optional)
	+ Next
		- **Message**: “Sign in to your “gram.edu” Exchange account using Microsoft”
			* Choose:
				+ Sign In {You will be prompted to enter your password for your account}. \*\***Students**: please enter password exactly how it appears in Banner.\*\*

Click Sign-in

Account will be verified with Microsoft

* Click Save