**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](mailto: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](mailto: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