ACCESSING OUTLOOK FOR iPHONE USERS
for Faculty, & Staff
Step 1
Open up your phone settings via the Settings icon.

Once opened, scroll down and select “Mail”.
Step 2
Select “Accounts”.

Step 3
Select “Add Account”.
Step 4
Select “Exchange”.
Step 5
Enter your email and leave the description box, blank.

Then select “Next”

Step 6
Enter your email your password.

Then select “Next”
Step 7
Select “Save”