Add to Existing Email App

IPHONE

1. Add your account to the Mail app

Tap **Settings** > **Passwords & Accounts** > **Add Account** > **Exchange**

2. Enter your address

Enter your full email address, then tap **Next**. Your email address is *username*@sycamores.indstate.edu

3. Connect to your account

After you enter your email address choose Sign In or Configure Manually.

Tap **Sign In** to automatically set-up your Exchange Information.

Tap **Configure Manually**. Enter your password. If prompted to provide more information: enter **outlook.office365.com** for server, leave domain field empty.

4. Sync your content

You will be prompted to synchronize your account and device information. Choose what you would like to sync and then hit **Save**.

For more information, visit the [iPhone email setup](#) page.

ANDROID

1. Add your account to Gmail app

Go to **Menu** > **Settings** > **Add Account**. Select **Exchange and Office 365**

2. Enter your address

Enter your full email address, then tap **Continue**. Your email address is *username*@sycamores.indstate.edu

3. Connect to your account

Enter your password and select **Sign In** or **Next**. You may be redirected to sign-in through Indiana State University. Be sure to sign in with your *username* and *password*.

For more information, visit the [Android device email setup](#) page.

Indiana State University

Set Up New Email App

MICROSOFT OUTLOOK APP

1. Download the Microsoft Outlook app

Download the **Microsoft Outlook app** from your app store

2. Enter your address

If not automatically prompted for your email, go to **Settings** > **Add Account** > **Add an email account**.
Enter your full email address, then tap **Continue**.
Your email address is *username*@sycamores.indstate.edu

3. Connect to your account

Enter your password and select **Sign In**.

4. Sync your content

Select **Yes** to Let this app access your info? Then select **Maybe Later** to access your account.

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