

Information Technology

Many incoming students have asked how to get their USA email connected to a mobile device before they even step foot onto campus.

We love the initiative, and have responded with *this nifty guide* on how to get up and running.

Are students required to link their email to a smartphone and/or tablet—either now or ever? Absolutely not. We just wanted to *provide an option* to do so.

Speaking of options, here are two *ways that students can connect with IT* just in case they need our help.

Ph: 800-241-1027 x7000

E: TechHelp@usa.edu



Add Your USA Email Account to an iPhone, iPad

1. Choose **Settings** from your device's home screen.
2. Choose **Mail, Contacts, Calendars**.
3. Choose **Add Account**.
4. Choose **Exchange**.
5. Provide your email account information according to the following:

Email: Your full USA email address, formatted as: **username@usa.edu**.

Password: **Your USA email password.**

Description: This determines how the account will be labeled on your phone.

*Note: Using the default setting **Exchange** for the Description is acceptable.*


6. Choose **Next**.

Cancel Exchange Next

Email username@usa.edu

Password ••••••••

Description USAMail

Your phone will automatically try to configure its settings; if **configuration is successful, skip to step 9.** 

7. **If configuration is unsuccessful**, you will be asked more information; complete the fields according to the following:

Email: Your full USA email address, formatted as: **username@usa.edu**.

Server: Enter **outlook.office365.com**.

Domain: Leave this field blank.

Username: Your full USA email address, formatted as: **username@usa.edu**.

Password: **Your USA email password.**

8. Choose **Done**.

Cancel Account Done

Email username@usa.edu

Server outlook.office365.com

Domain Optional

Username username@usa.edu

Password ••••••••

9. **Select the features** you would like to enable.

10. Choose **Save**.