

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: [1-877-26-USA-IT](tel:1-877-26-USA-IT)

E: support@usa.edu



Add Your USA Email Account to an iPhone, iPad

1. Choose **Settings** from your device's home screen.
2. Choose **Passwords & Accounts**.
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**.