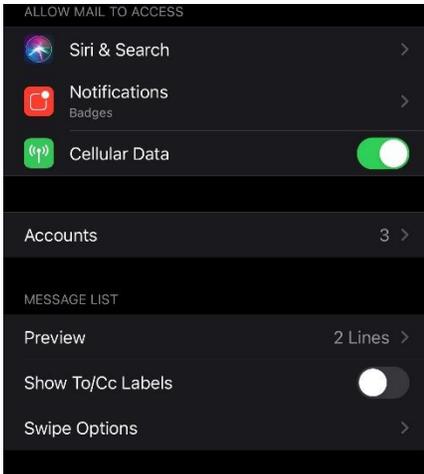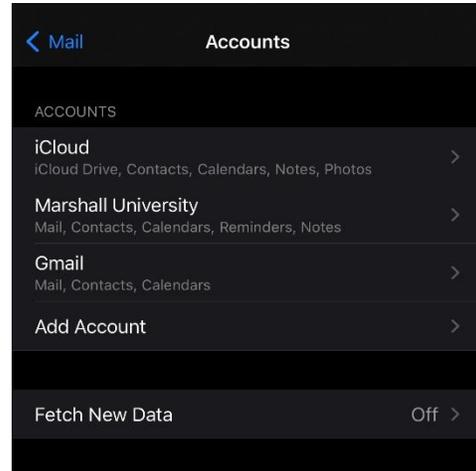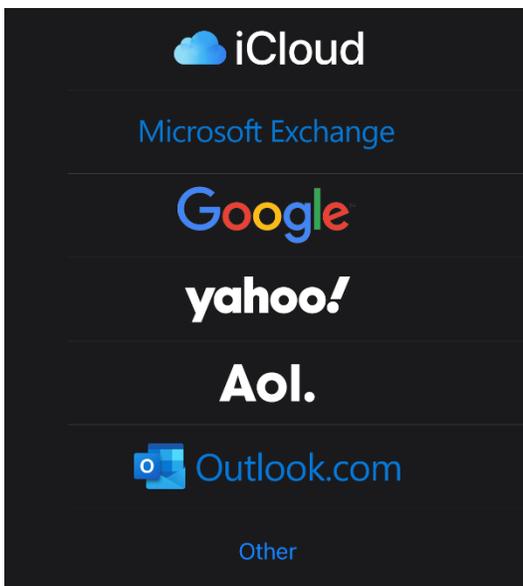# iOS Email

1. Go to **Settings.**
2. Scroll until you find **Mail.**
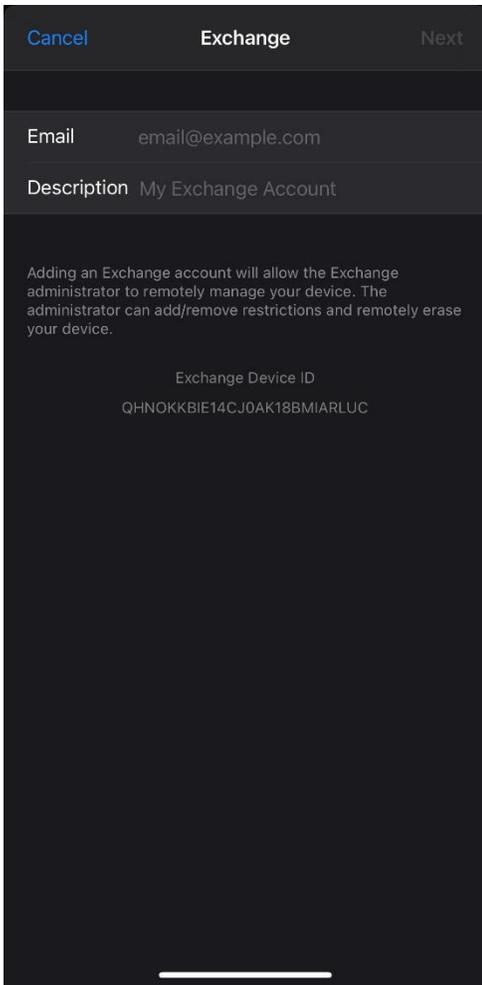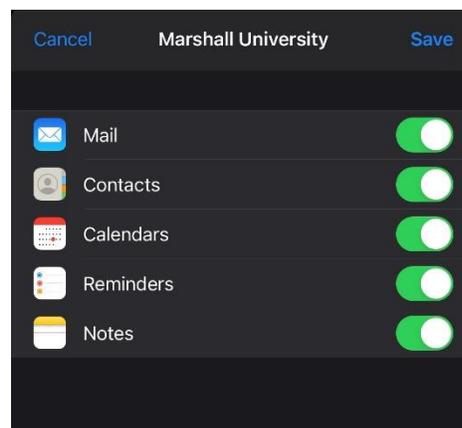3. Select **Accounts.**

4. Select **Add Account.**

5. Select **Microsoft Exchange.**

6. Enter your Marshall Email, username@marshall.edu, add an appropriate description (like "Marshall Mail"), then tap **Next**. A prompt will ask you to **Sign In** using your email and password.

7. Customize your sync options and press **Save**.

Please contact the IT service desk for assistance.

304-696-3200 | servicedesk@marshall.edu