




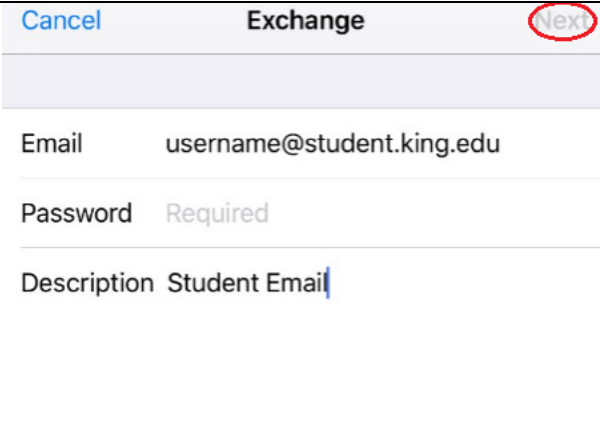


# How to add student email to iPhone/iPad in iOS 10

Instructions	Photo Example
<p><b>Step 1:</b> Locate the Settings Icon then open by selecting.</p>	
<p><b>Step 2:</b> After opening Settings locate the Mail Icon then open by selecting.</p>	 Mail
<p><b>Step3:</b> After opening Mail locate the Accounts Icon then open by selecting. <i>*It is located towards the top of the screen.</i></p>	
<p><b>Step 4:</b> After opening Accounts locate the Add Account Icon then open by selecting. <i>*This Icon is located towards the bottom of the screen.</i></p>	
<p><b>Step 5:</b> After opening Add Account locate the Exchange Icon then open by selecting. <i>*Do not open the Outlook Icon it will not work for Student Email.</i></p>	
<p><b>Step 6:</b> After selecting the Exchange icon, the screen should appear as displayed on the right.</p> <ul style="list-style-type: none"> <li>- Type in your current Student email in the Email Section.</li> <li>- Type in your current Portal password in the Password section.</li> <li>- Description is left to the Student's preference.</li> </ul> <p>After all above information is filled in select Next.</p>	 <p>The screenshot shows the Exchange setup screen with the following fields: Email (username@student.king.edu), Password (Required), and Description (Student Email). The 'Next' button is circled in red.</p>

**Step 7:**

After selecting Next from the previous screen this screen should appear. Follow all directives carefully.

- The Email section should be filled in automatically, check for errors.
- Server must be: outlook.office365.com
- Domain must be left BLANK
- Username must be your FULL student email as it appears in the Email section.
- The Password section should be filled in automatically.
- The Description section should be filled in automatically.

Recheck all sections for errors then select Next.

After you select Next, if all areas are correct, a series of blue checkmarks will appear then automatically proceed to the final setup page.

Cancel Next

Email username@student.king.edu

Server outlook.office365.com

Domain Optional

Username username@student.king.edu

Password ●●●●●●●●

Description Student Email

**Final Step:**

This area is left to the discretion of the Student but it is advised only the Mail icon be left open and active as displayed on the right. After all preferences have been set select Save.

*Emails should begin to download and you have successfully added your email.*

Should you encounter issues with this process such as: authentication errors please contact Help Desk by emailing [helpdesk@king.edu](mailto:helpdesk@king.edu) and a tech will get back to you as soon as possible.

Cancel Exchange Save

Mail

Contacts

Calendars

Reminders

Notes