Note that the screenshots below are only a guide, and appearance may vary slightly from one device to another.

**Step 1:** Open the Settings app

**Step 2:** Select Accounts

**Step 3-5** apply ONLY for those who previously had their Washington University Exchange email set up on their mobile device. *If you have never used your mobile device to access your WashU email, skip to Step 6.*

**Step 3:** Select Microsoft Exchange Activesync

**Step 4:** You should see your old email account listed. Select this account.

**Step 5:** Click the vertical ellipsis at the top, and choose Remove.

**Step 6:** In the Accounts window, select Add Account.

**Step 7:** Select Microsoft Exchange Activesync

**Step 8:** Enter

- Email: your @wustl.edu email address
- Password: your WUSTL Key password

**Step 9:** Tap Next
You may be prompted for additional Server Settings. If so, follow steps 10-11. Otherwise, skip to Step 12.

Step 10: If your WUSTL key does not match your @wustl.edu email address, you may be prompted with a Server Settings page. If you do, fill in the following information:

- Domain\Username:
  - If your WUSTL Key username matches the first part of your @wustl.edu email address, enter: yourwustlkey@wustl.edu
  - If your WUSTL Key username differs from the first part of your @wustl.edu email address, enter: yourwustlkey@email.wustl.edu
- Password: your WUSTL KEY password
- Server: outlook.office365.com
- Select Use secure connection (SSL)

Step 11: Tap Next.

Step 12: If prompted with a notification about Remote security administration, tap OK

Step 13: On the 'Account Options' page, customize settings for email storage and notification to suit your needs.

Step 14: Tap Next

Step 15: On the 'Your Account is Setup' page, enter 'WUSTL' for the account name, and then tap Next

- You may receive notification from the Mail app that a Security update is required – if so, follow these steps:
  - Tap on the Security update notification to open it
  - On the Security update notification window, tap OK
  - On the Activate device administrator page, tap Activate