Steps to add a new account:
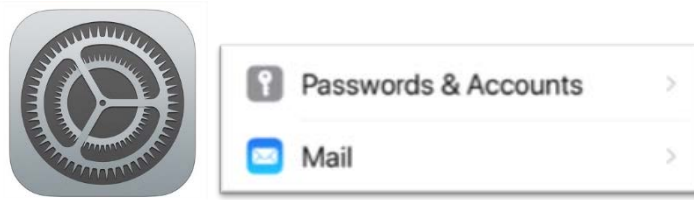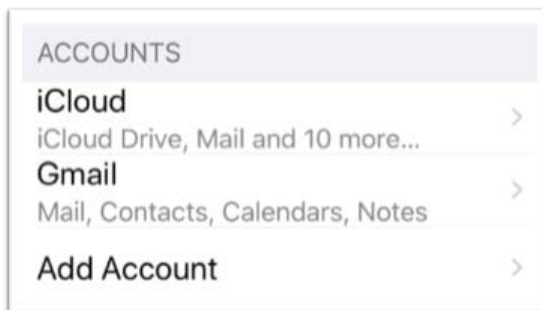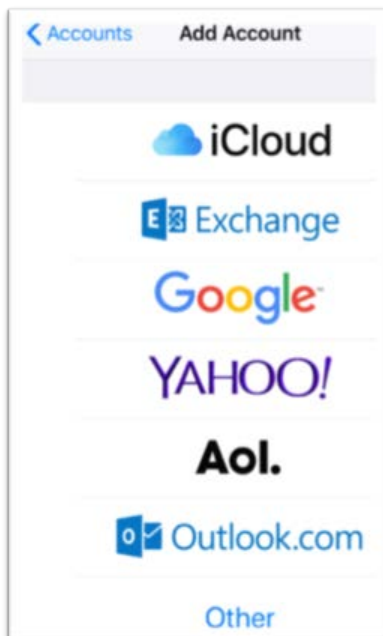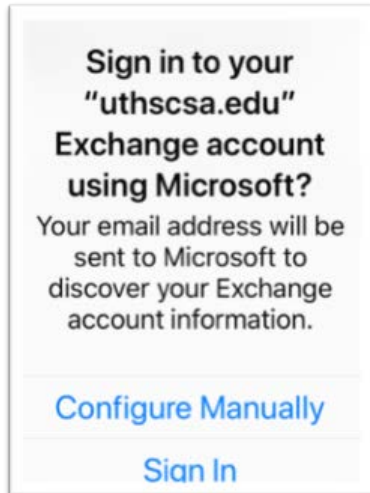
1. Go to Settings, Passwords and Accounts.

2. Under ACCOUNTS, Select Add Account.

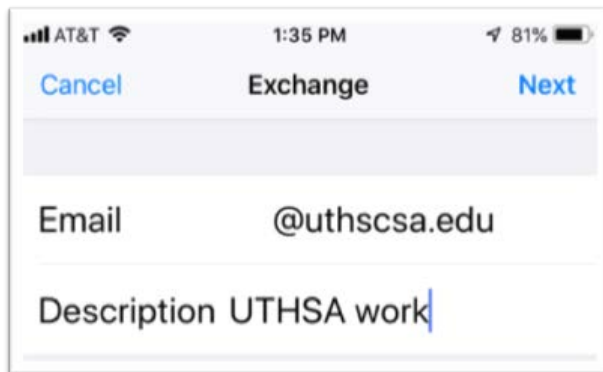3. Select Exchange (not Outlook.com).

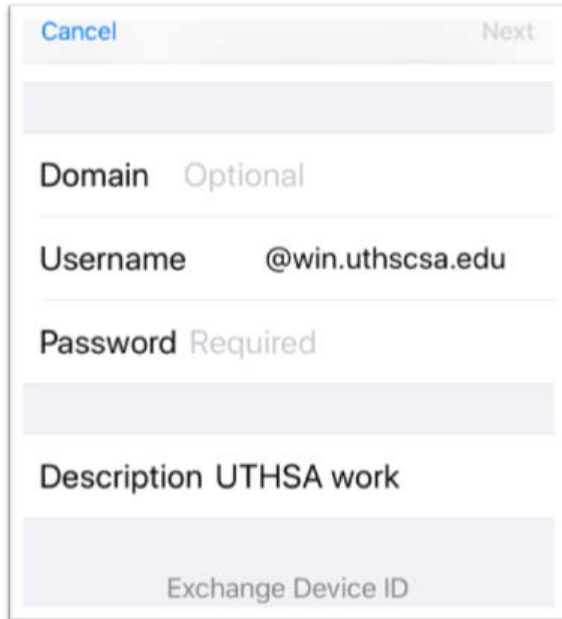4.   Chose "Configure Manually and follow the steps included below.

5.   Enter your uthscsa.edu email address.Enter a description you'd like to display
     on your mobile device for this email account. (No one else will see this
     description name.)

6.   An Exchange Device ID is displayed which is associated your uthscsa.edu
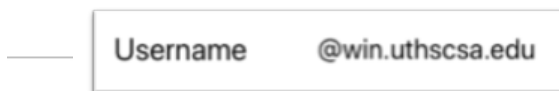   email mailbox with this mobile device. (No action is required)
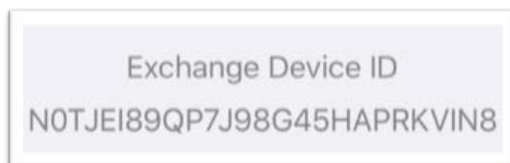
7. Re-enter your password. You may have to reenter your password several steps during this setup process. Leave the Domain field blank.


8. Enter your Username as: username@win.uthscsa.edu. Note the addition of "win" in the username. (Note that your email address is not changing; the inclusion of "win" in this step is just for this setup process.)


9. Enter your password. You may have to reenter your password several steps during this setup process.

10. Blue checkmarks will appear confirming the email mailbox has been setup correctly
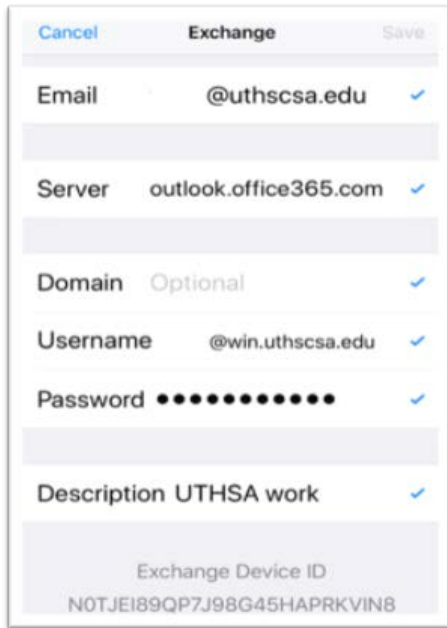
11. Contacts will be turned off at first setup. If you wish to add all of your contacts to your mobile device's contact list or remove existing uthscsa.edu Outlook contacts on this mobile device tap the switch next to contacts to green for added or grey for removed. If pop up occurs for contact retention, click the desired option.
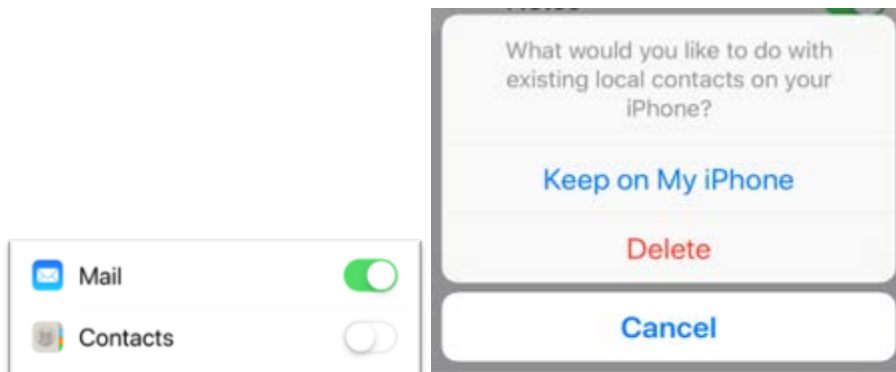
12. You will now see the uthscsa.edu Exchange Outlook account listed under "Accounts" with the name you assigned under "Description" during setup.

13. Go to your mailbox icon on your home screen as you normally check email. The uthscsa.edu mailbox should appear in the list of email accounts you have set up with the name you assigned under "Description" during setup.

Mailboxes

- All Inboxes
- iCloud
- Gmail
- UTHSA work
- ★ VIP
- ● Flagged