Steps to add a new account:

1. From the device home screen, go to Settings (typically a gear icon at the top right.)

2. Tap “Accounts & sync” (or just “Accounts” on some devices.)

3. On the account list, tap “Add account” (or just “Add” on some devices)

4. Tap “Microsoft Exchange”, “Microsoft Exchange ActiveSync”, or “Exchange ActiveSync”

5. Enter your email address and password, then tap “Manual setup”

6. Configure the following fields (substitute your UTHSCSA username for "<username>"):
   - Server address: outlook.office365.com
   - If you have a "Domain\Username" field, enter <username>@win.uthscsa.edu
   - If you have "Domain" and "Username" as separate fields, enter <username>@win.uthscsa.edu for the Username and leave the Domain field blank.
   - (Note that your email address is not changing; the inclusion of "win" in this step is just for this setup process.)

7. Leave the rest of the settings as-is and click Next.

8. If you’re prompted to enable remote security, tap “OK” or “Allow”.

9. Select the services you want to synchronize with your device (Mail, Contacts, Calendar, etc.) and adjust any other preferences as desired. (The defaults work for most users.)

10. Enter a descriptive name for the account and click “Finish”.

11. Open the mail app and allow it to sync. This could take several minutes.