iOS

1. Open the **Settings** menu on your device.
2. Tap **Password & Accounts**
3. Tap **Add Account**
4. Pick **Exchange** from the list.
5. Add your email address.
6. Enter a sensible description to distinguish your LSU account from other accounts.
7. Select **Configure Manually**.
8. Enter your password.
9. Enter the information as below:

Cancel	Exchange	Next
Email	johndoe@lsu.co.uk	
Server	outlook.office365.com	
Domain		
Username	johndoe@lsu.co.uk	
Password	●●●●●●●●	
Description	LSU	

10. Tap **Next** and a bunch ticks should appear.
11. Pick what you want to sync, and you're done.

On older phones:

1. Open the **Settings** menu on your device.
2. Tap **Mail, Contacts, Calendars**.
3. Tap **Add Account…**.
4. Pick **Microsoft Exchange** from the list.
5. Add your email address and password - if you're connected to the internet and your email address is the same as your username (99% of our accounts are) then the device should sort everything out for itself.
6. If it doesn't…
7. If you are NOT on Office 365, enter the settings as they appear below, changing the username and email address to your own. The **Server** field will only appear when you tap **Next** the first time, but with our new server you hopeful won't see the server field - the idevice should find our server itself.

8. If you are on Office 365, you do not need the domain and the server is outlook.office365.com.

9. Tap **Next** again after filling in the server address.
10. Pick what you want to sync, and you're done.

If the steps above do not make sense to you, or you cannot get the account to add properly, then please consult Apple or your carrier. Support links are below:

- Vodafone
- T-Mobile
- Orange
- O2
- Three