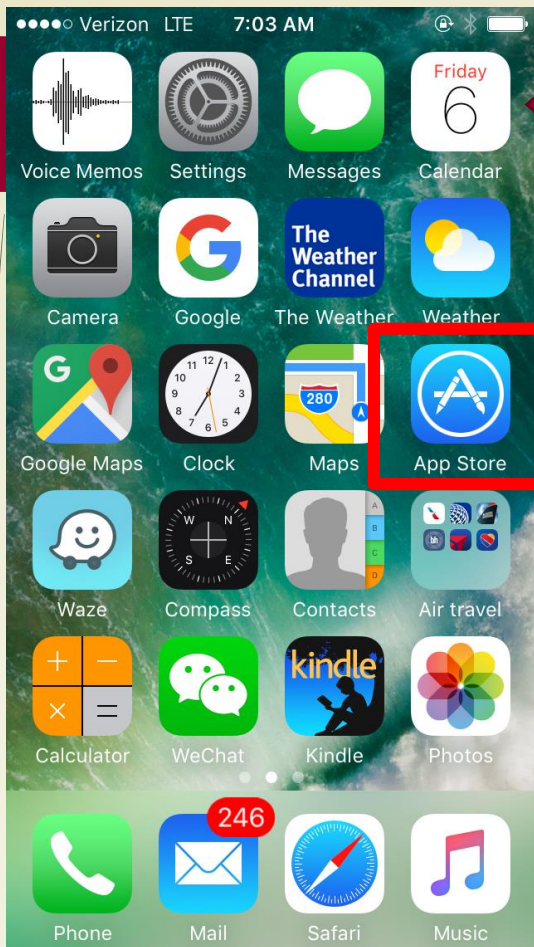# Setting up McM Mail on Your iPhone (Standalone App)
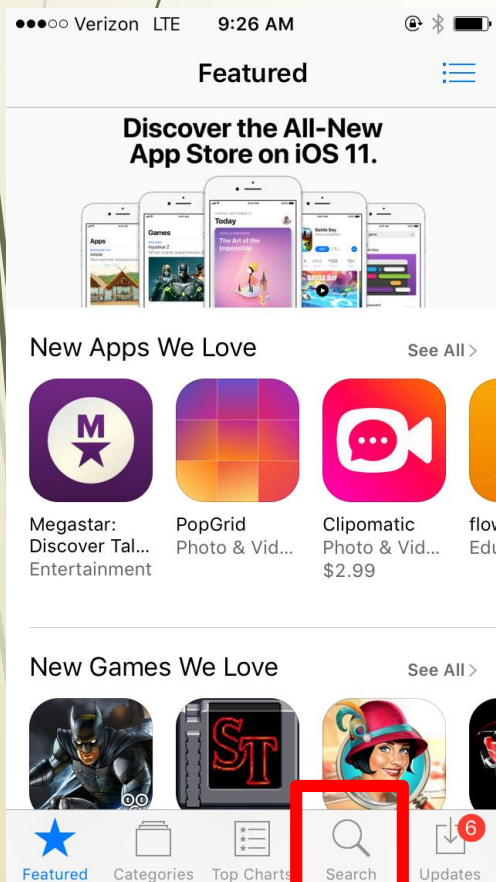

1 From your iPhone home screen, click on the Apps Store

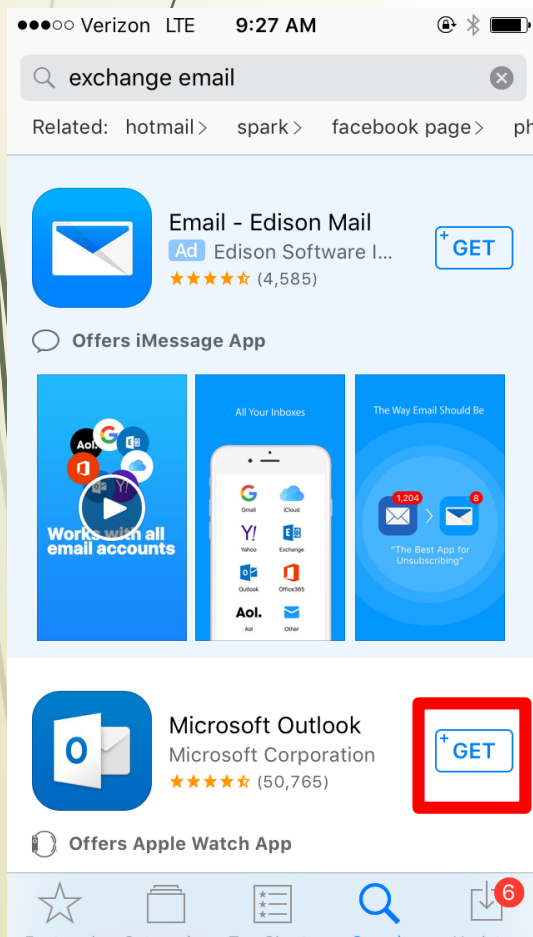**2** Click on the search icon
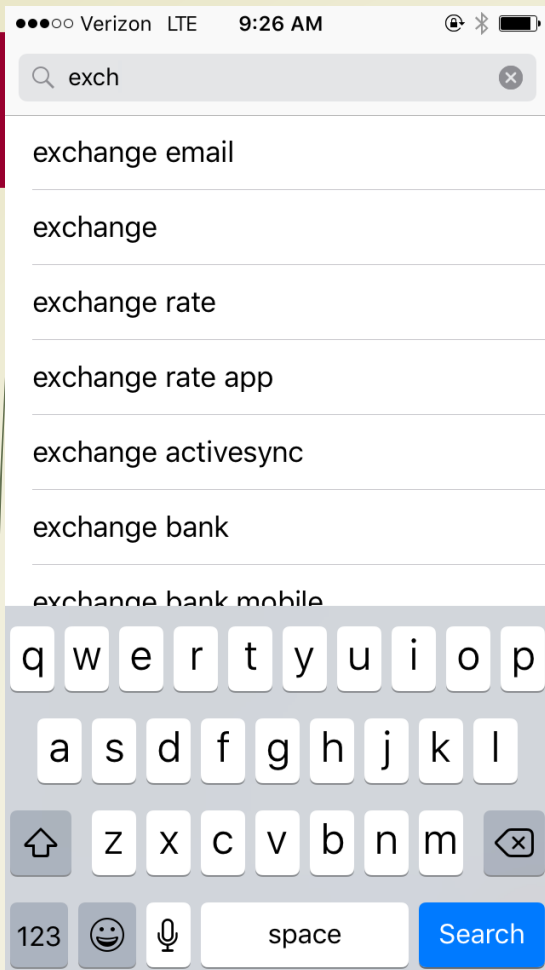
3 In the search box, type in "Exchange mail," "Outlook mail" or some other similar search term to find Microsoft Outlook
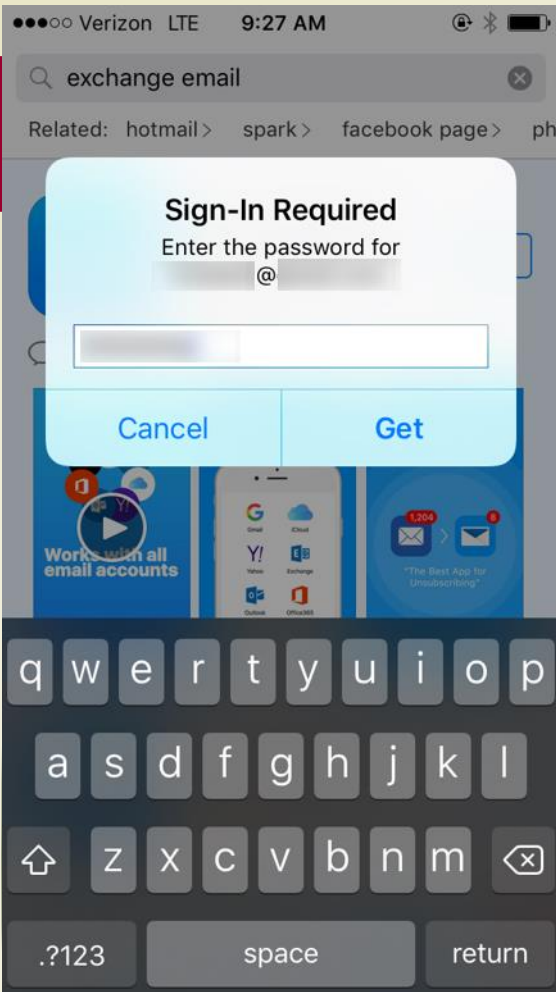

4 Once you have found Microsoft Outlook, click on the "Get" icon next to that app selection
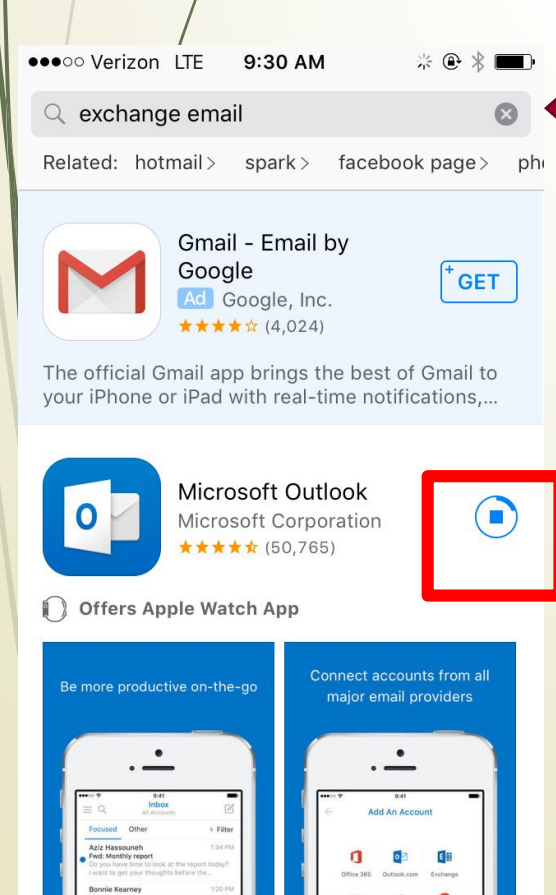
Setting up McM Mail on Your iPhone (Standalone App)

5 Although the app is free, you will need to enter your Apple ID.
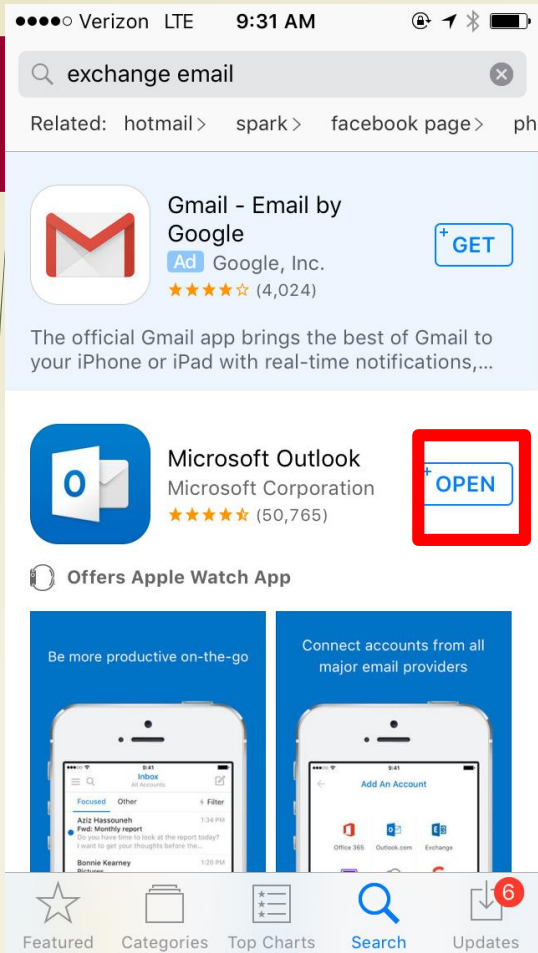

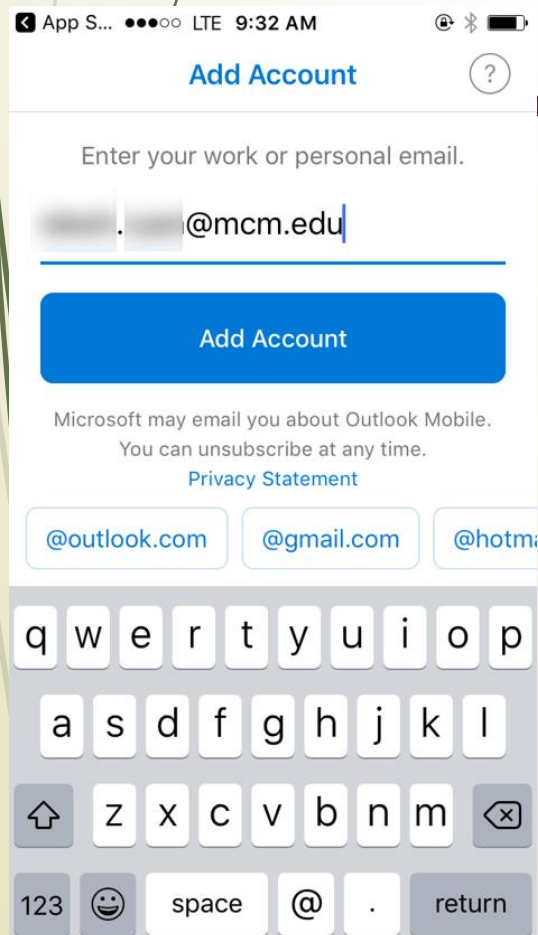**6** It shouldn't take long to download.

Setting up McM Mail on Your iPhone (Standalone App)

7 Once the app has been downloaded, click on the "Open" prompt / button next to the Outlook icon.

8 You will need to enter your email address.

Click "Add Account" when you are finished entering your (McMurry) email.

Setting up McM Mail on Your iPhone
(Standalone App)

9

Click on the "**Advanced Setting**" option so that it is switched on to the right.

The screen will now ask you for your McMurry **password** as well as a brief **description** of the email account.
You could type in something like "McMurry email" but it is your choice.

10

Enter the following McM E-Mail Server Information, which may vary slightly by phone:

Email: (your McMurry email)
Description / Server Type: Microsoft Exchange
Servername: mcmmail.mcm.edu
SSL: YES
Domain: mcmurryadm
Username: (your McMurry email handle)
Password: (your McMurry password)

Click "Sign in" when you are finished

Setting up McM Mail on Your iPhone (Standalone App)
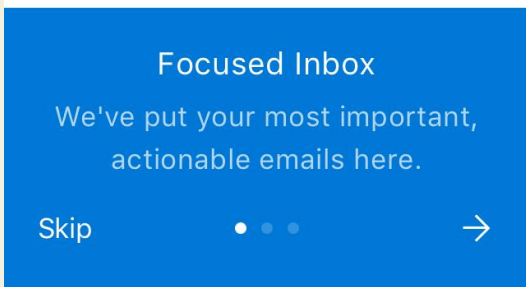

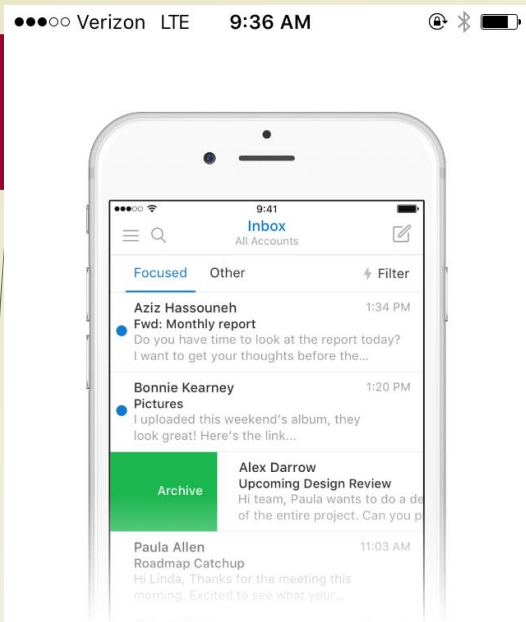**11** It should not take long to process.

12 Click on the "Let's Do It!" button.

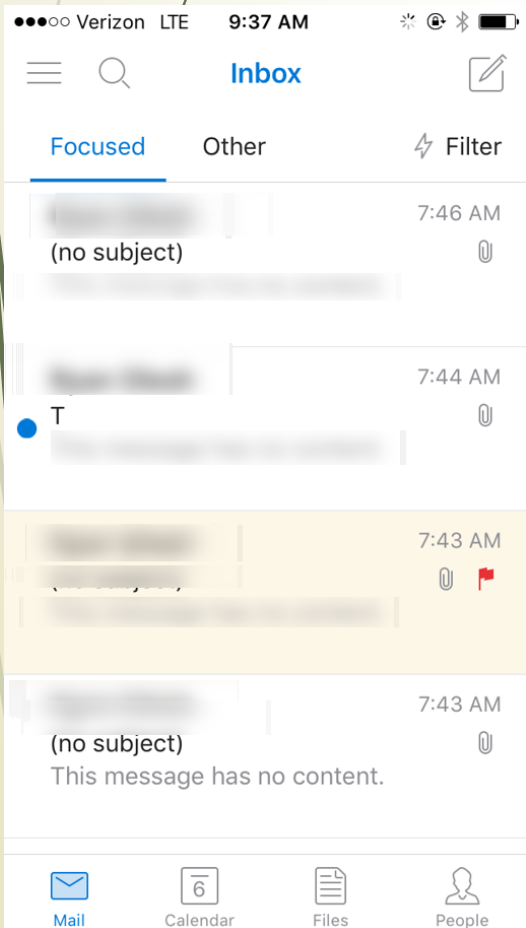# Setting up McM Mail on Your iPhone (Standalone App)

13 Your phone may give you the option of going through a tutorial on how to use your Outlook app.
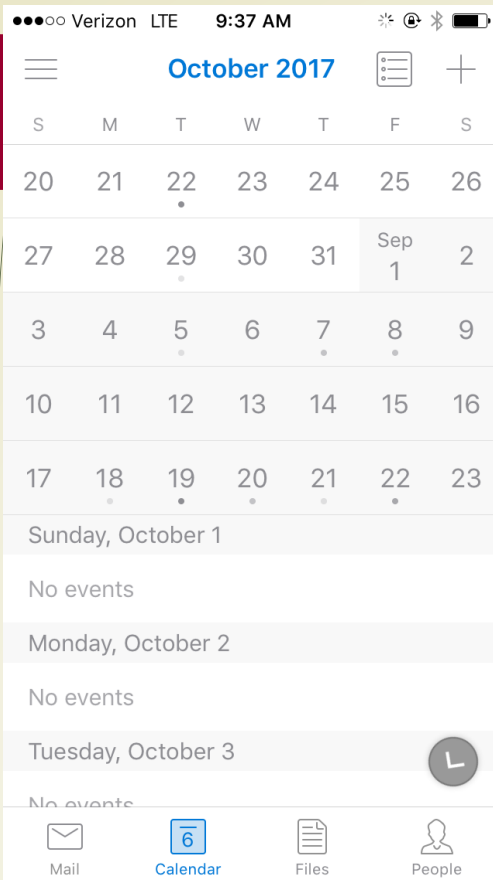You are given the option to skip the tutorial if you wish.

14 You will be guided to your new inbox screen.

Setting up McM Mail on Your iPhone
(Standalone App)

FYI, your new app also has a calendar function.

You should now be able to view your app on your home screen.