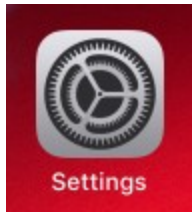


iOS Email Setup without the Outlook App

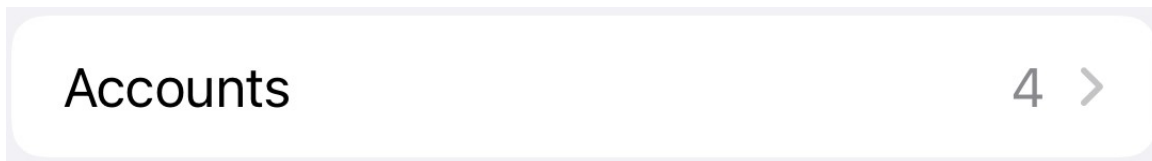
Step 1: Go to the Settings app.



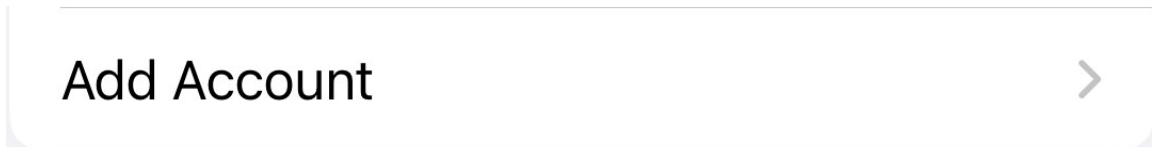
Step 2: Go to Mail.



Step 3: Tap on Accounts.



Step 4: Tap on Add Account.



Step 5: Tap on Microsoft Exchange

Microsoft Exchange

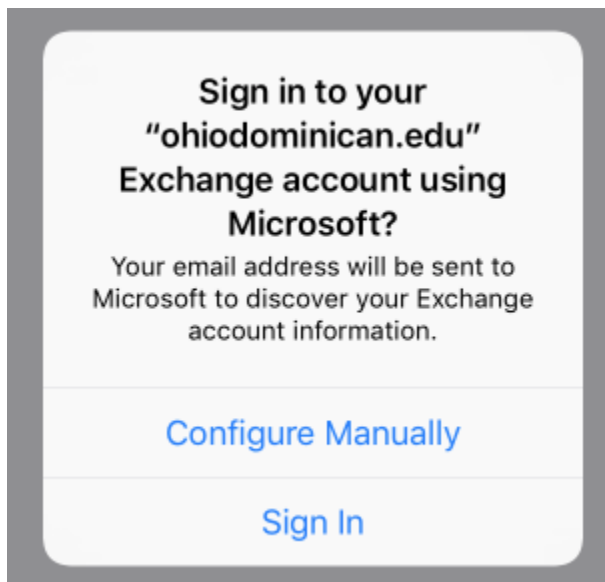
Step 6: Enter in your ODU email address and add "ODU Email" as the description followed by Next.

Email	username@ohiodominican.edu
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Description	ODU Email
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[Next](#)

Step 7: It will prompt you to sign into your ODU account either by configuring it manually or by signing into it. The best way is to tap Sign In.



Step 8: Enter in your ODU username and password and tap Sign In when you receive the following screen:

Ohio Dominican University

Sign in with your organizational account

Step 9: Select a method to verify your identity. Once you have selected the method that you want to use, it will send you a 6-digit code to enter.



██████████@ohiodominican.edu

Verify your identity



Text + ██████████




Call + ██████████

Cancel



██████████@ohiodominican.edu

Enter code

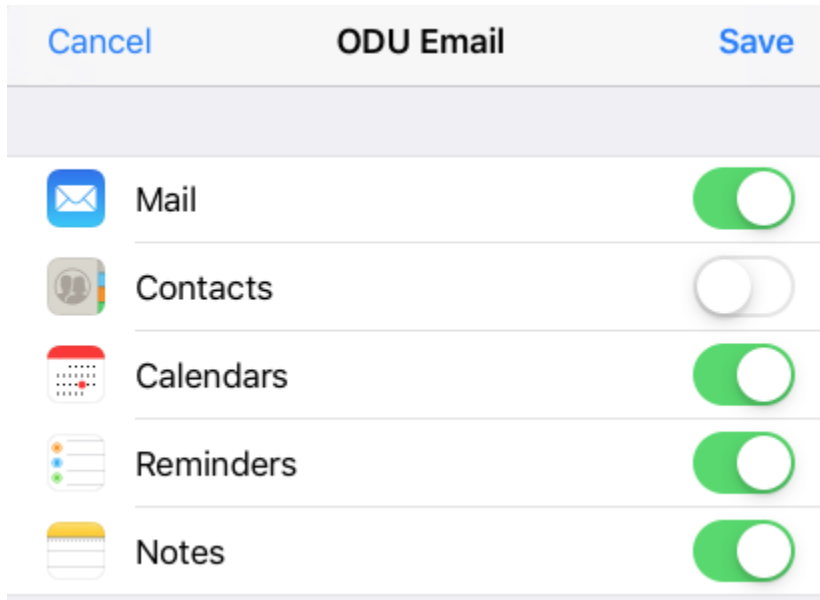
 We texted your phone + ██████████
Please enter the code to sign in.

Code

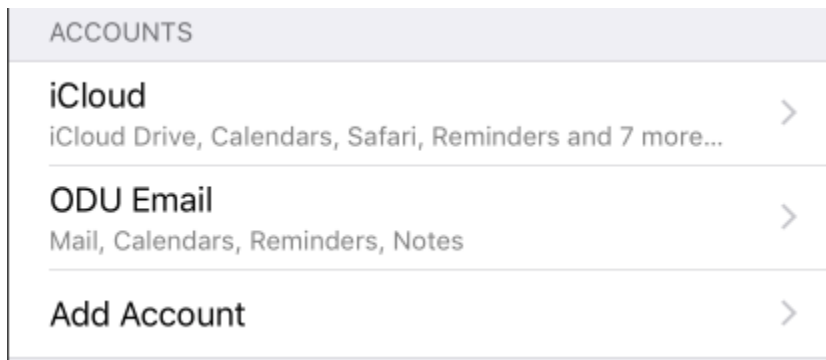
Having trouble? [Sign in another way](#)

Verify

Step 10: It will then prompt you to check what apps your ODU Email is allowed to access as shown below:



Step 11: After you save your settings, it will show your ODU Email account in the Accounts area.



Step 12: Go to your Home Screen and tap on the Mail icon to access your ODU Email account.