

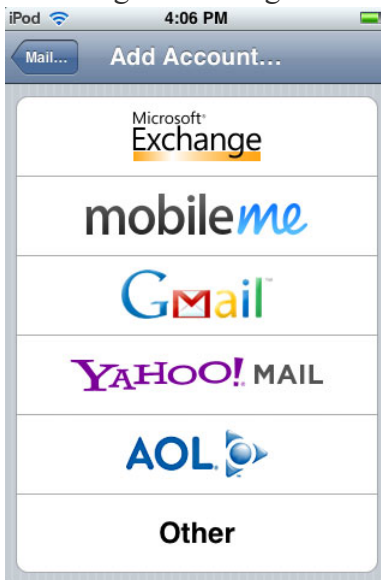
When adding University email to a new device, the steps are very simple. Follow along below and give us a call at x3535 if you have any questions.

iPhone:

- Open Settings
- Open Mail, Contacts, Calendar

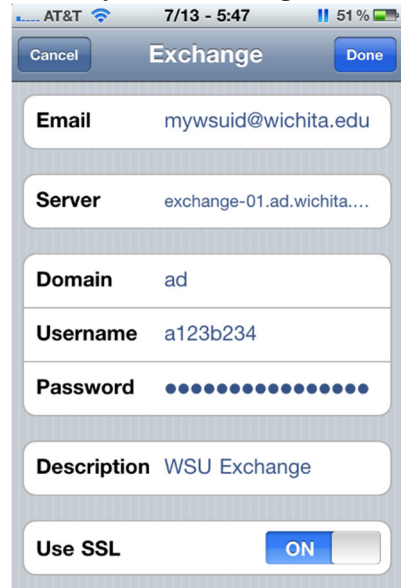


- You are adding an Exchange account



- Click Add Account
- You will enter your email and password, then click set up manually
 - The server name is mail.wichita.edu
 - Domain is ad
 - Username is your WSU ID

- Password should be pre-populated, but will be your WSU ID password

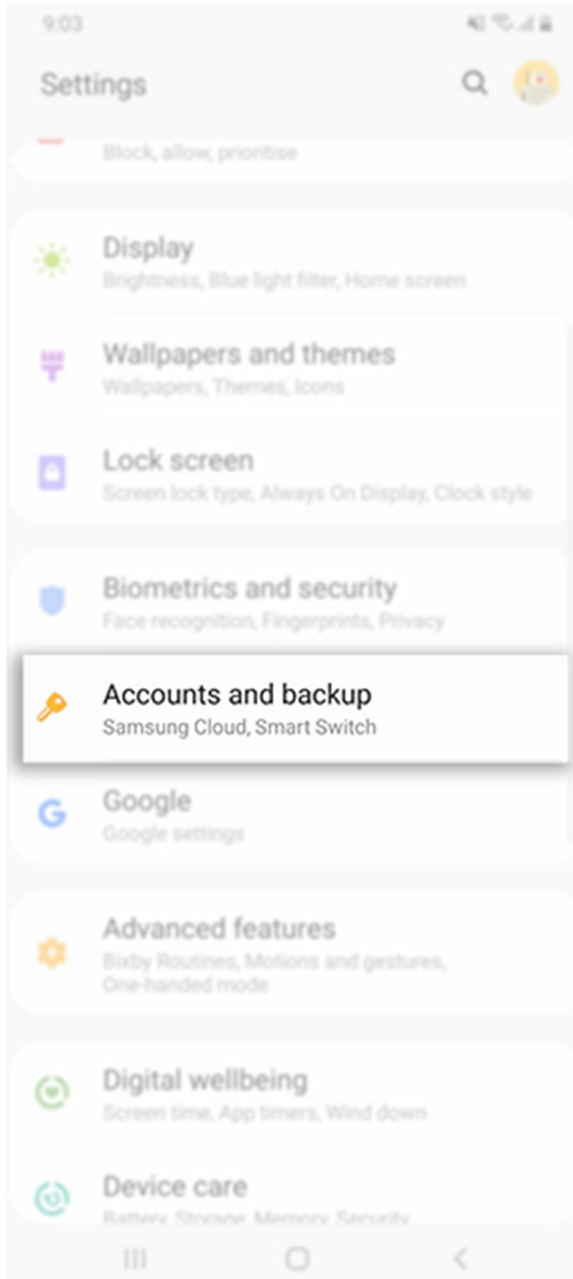


- Hit done and save
- You should be able to then choose how many days you want to sync, font size, etc

I For further questions or information, contact us as 316-978-3535 or telecomservices@wichita.edu.

Samsung

- Open settings (pull down notification bar and touch gear wheel or go to settings app)
- Tap Accounts and Backup



- Accounts
- Exchange
- Enter email and click manual setup
- Select Exchange
- Enter your password and click next
- Domain should be ad\WSU ID
- Server mail.wichita.edu

2 For further questions or information, contact us as 316-978-3535 or telecomservices@wichita.edu.