Student Email Setup for iPhone and iPad

Menus may differ slightly between iPhone and iPad versions.

1. Add a new Microsoft Exchange account on your phone.

2. In the Email field enter your full SWOSU student email address (e.g. lastnamef@student.swosu.edu).
3. Leave the Domain field blank.
4. In the Username field enter your full SWOSU student email address (e.g. lastnamef@student.swosu.edu).
5. In the Password field enter your email password.
6. In the Description field enter a name for your account (e.g. SWOSU).
7. Press Next.
8. In the Server field enter m.outlook.com.
10. Your device may ask you to accept a certificate. If it does, press Accept.
11. Your email is now set up. You can access it by using the Email app.