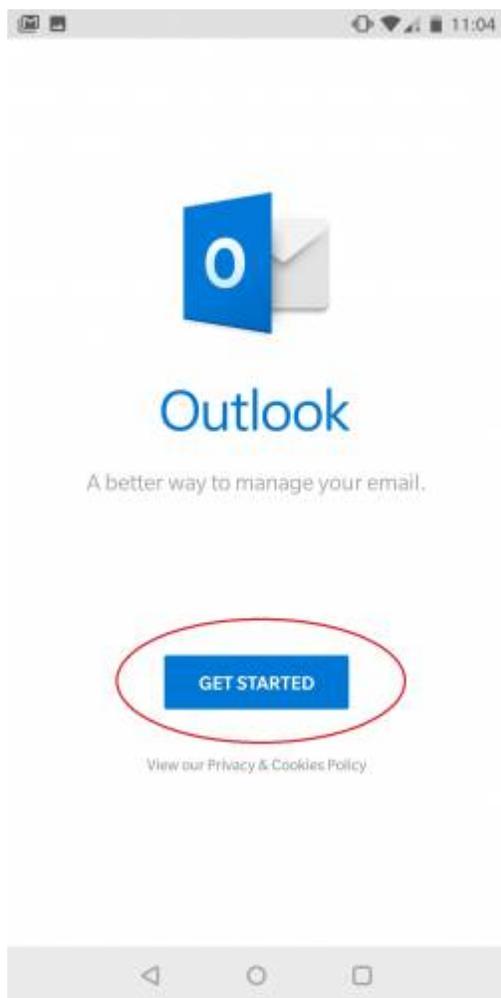


Set up Email on iOS for Faculty/Staff

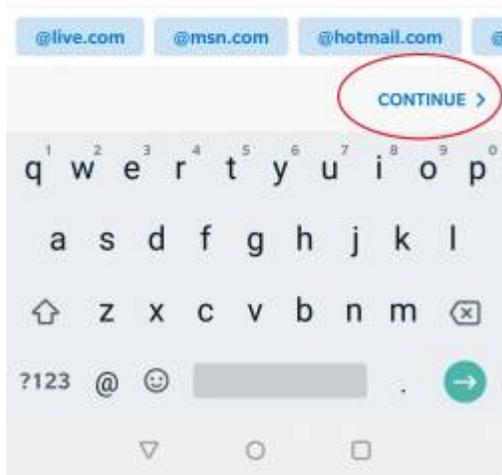
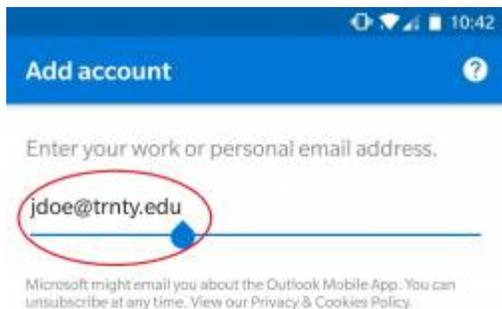
To set up your Trinity email on your iOS device, you may use either the Microsoft Outlook app or the pre-installed mail app. Instructions for both are below (Microsoft Outlook is recommended).

Microsoft Outlook

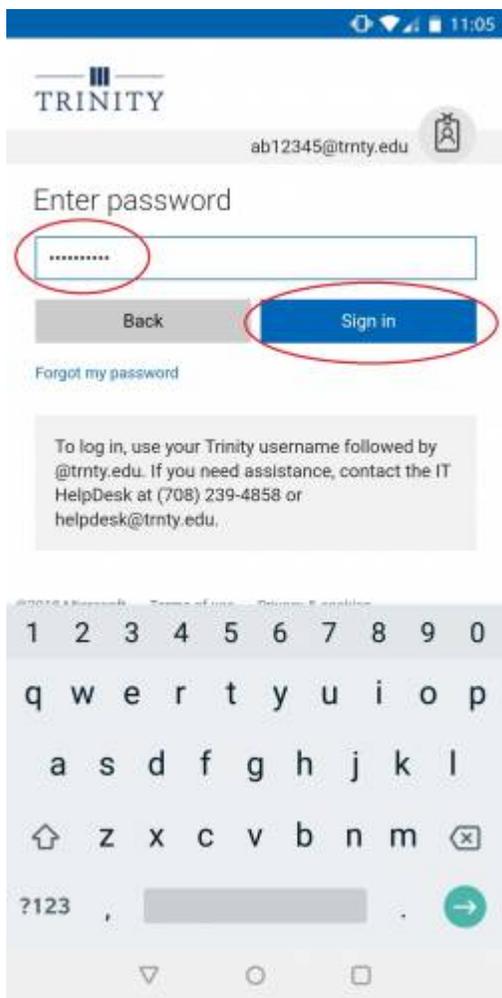
1. Download and install **Microsoft Outlook** from the App Store.
2. Once installed, open the app and tap on **Get Started**.



3. Enter your Trinity E-Mail address in the form of **jd@trnty.edu** then tap **Continue**.



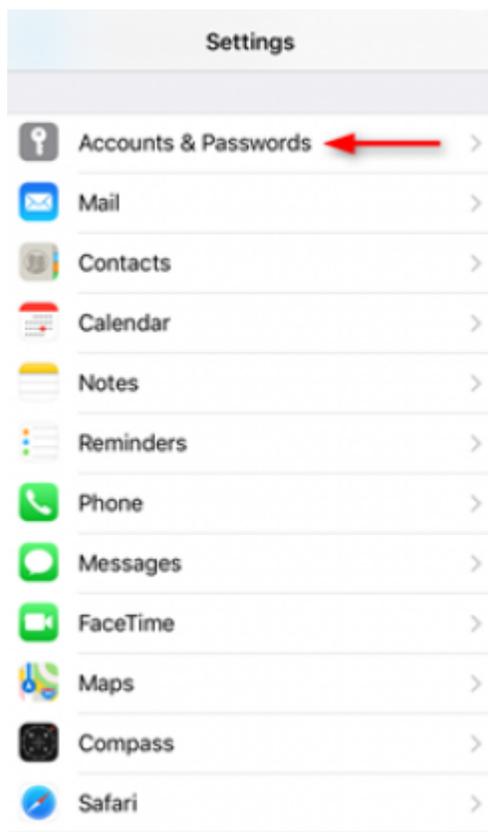
4. Enter your **Trinity Password** and tap **Sign In**.



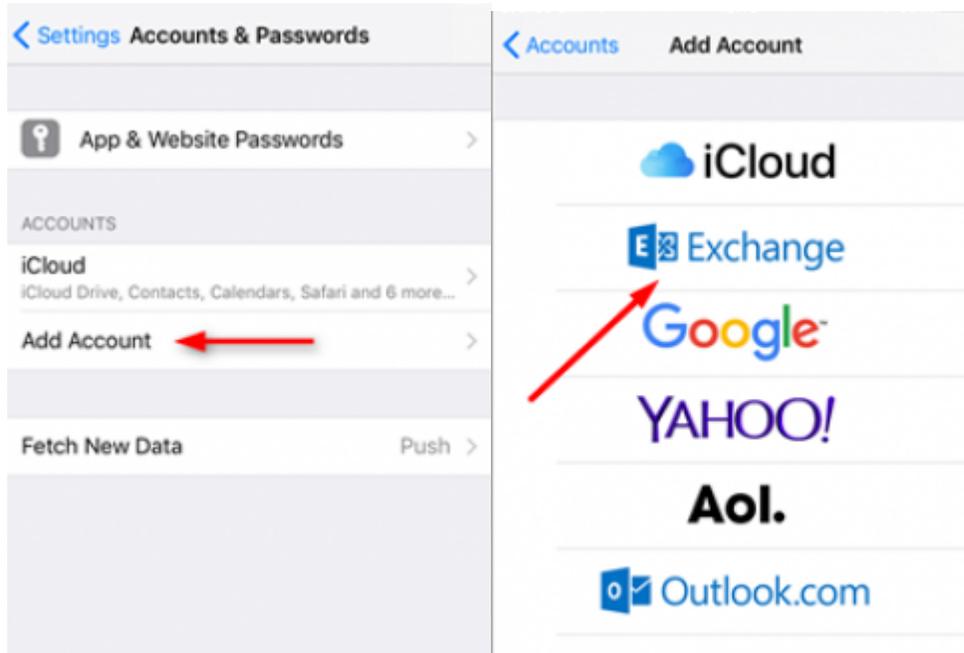
5. Your Trinity email should now be added to your phone via the Microsoft Outlook App.

Pre-installed mail app

1. Navigate to your device's **Settings** application, then select **Accounts & Passwords**



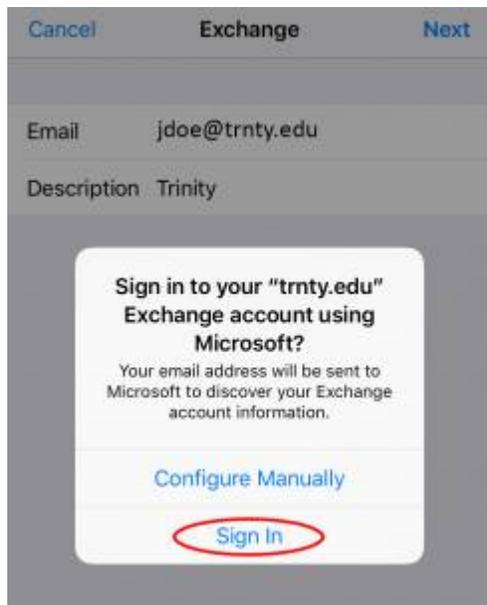
2. Tap **Add Account**, then select **Exchange**.



3. Type your Trinity **username@trnty.edu** along with your **password** in the given fields, then tap Next.



4. Tap **Sign In** once requested.



5. Enter your password in the space and then tap Sign In.



6. The next screen will let you decide what to sync. Select the desired sliders, then save.