1. Select **Settings** (gear icon)

2. Select **Accounts & Sync**

3. Click **Add button** (+) to add an account

4. Select **Exchange AutoSync** as the type of account

5. Select **Manual Setup**

6. Enter the following:
   - **Email Address**: `username@live.marshall.edu`
   - **Server Address**: `outlook.office365.com`
     (if an error message is received after selecting Next use `m.outlook.com`)
   - **Domain**: Leave Blank
   - **Username**: `username@live.marshall.edu`
   - **Password**: MUNET password

   Make sure **This server requires an encrypted SSL connection** is checked

7. Select **Next** (checking account settings)

If you have any questions or problems please contact the Marshall University IT Service Desk
Phone: (304) 696-3200 • Email: itservicedesk@marshall.edu

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