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

2. Select **Email & Accounts**

3. Click **Add An Account**
   - Select **Outlook**

4. Enter the following:
   - **Email Address**: username@live.marshall.edu
   - **Password**: MUNET password
   - **Server Address**: To find your server address, sign into your Office 365 email account on a desktop. The first part of the address in the address bar, until the first forward slash, is your unique server address.
   - **Server requires encrypted (SSL) connection** is checked
   - Click **OK** (check mark)

5. Click **Done**

6. If the settings are not discovered automatically, enter the following:
   - **Username**: username@live.marshall.edu
   - **Password**: MUNET password
   - **Server Address**: To find your server address, sign into your Office 365 email account on a desktop. The first part of the address in the address bar, until the first forward slash, is your unique server address.
   - **Make sure Server requires encrypted (SSL) connection is checked**
   - Click **OK** (check mark)
   - **Checking account settings**
   - Click **done**

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If you have any questions or problems please contact the Marshall University IT Service Desk

Phone: (304) 696-3200 • Email: itservicedesk@marshall.edu

Revised 7-13