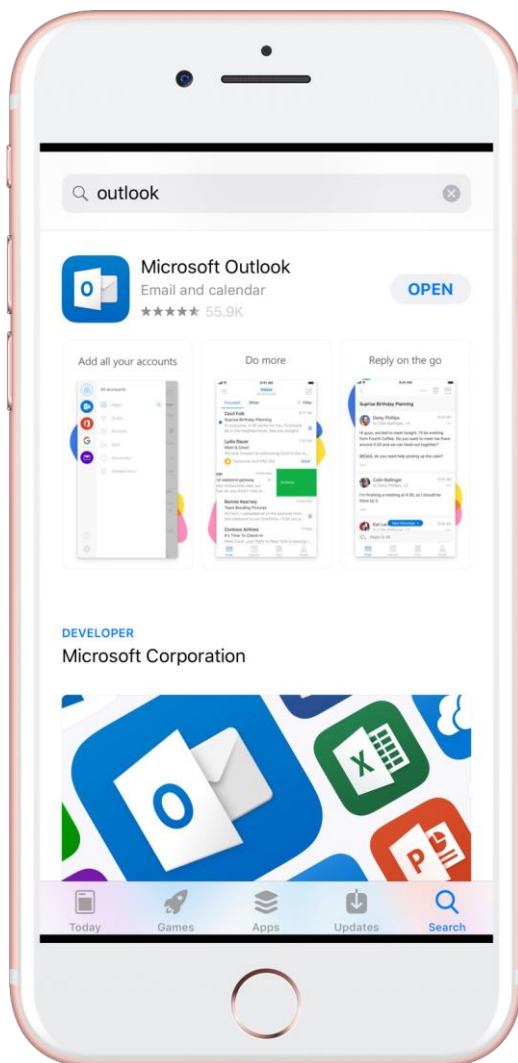


iPhone – Faculty & Staff Email

OUTLOOK APPLICATION

1. Download “**Microsoft Outlook**” from the App Store and open the app once it is installed

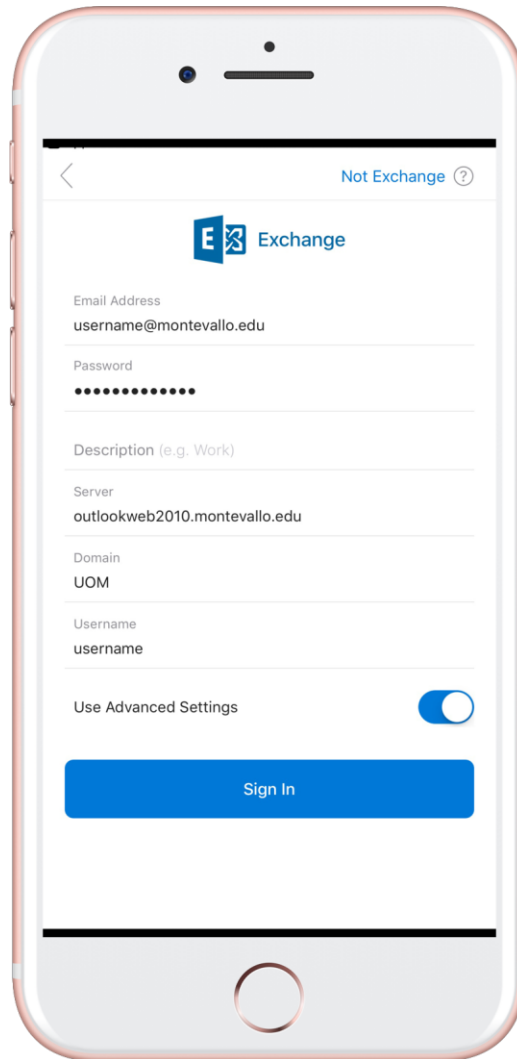


2. Press “**Get Started**”
3. Enter your email address and press “**Add Account**”

If you have any issues or need assistance, please call the Solution Center at (205) 665-6512.

4. Slide the switch for “**Advanced Settings**” and input the following information into the corresponding fields:

- Server – **outlookweb2010.montevallo.edu**
- Domain – **UOM**

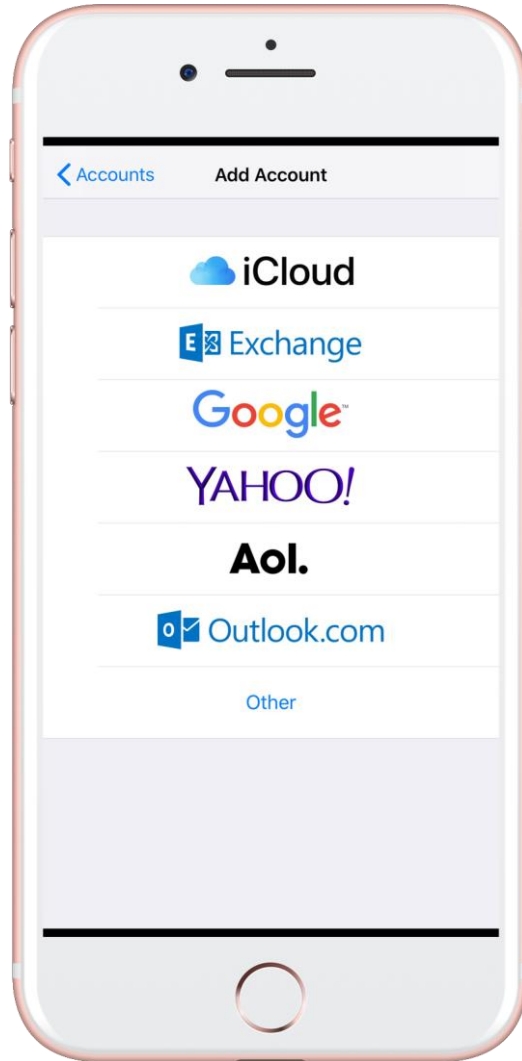


5. Press “**Sign In**”

If you have any issues or need assistance, please call the Solution Center at (205) 665-6512.

IOS MAIL APPLICATION

1. Open **Settings** and press “**Accounts & Passwords**”
2. Press “**Add Account**”
3. Choose “**Exchange**”

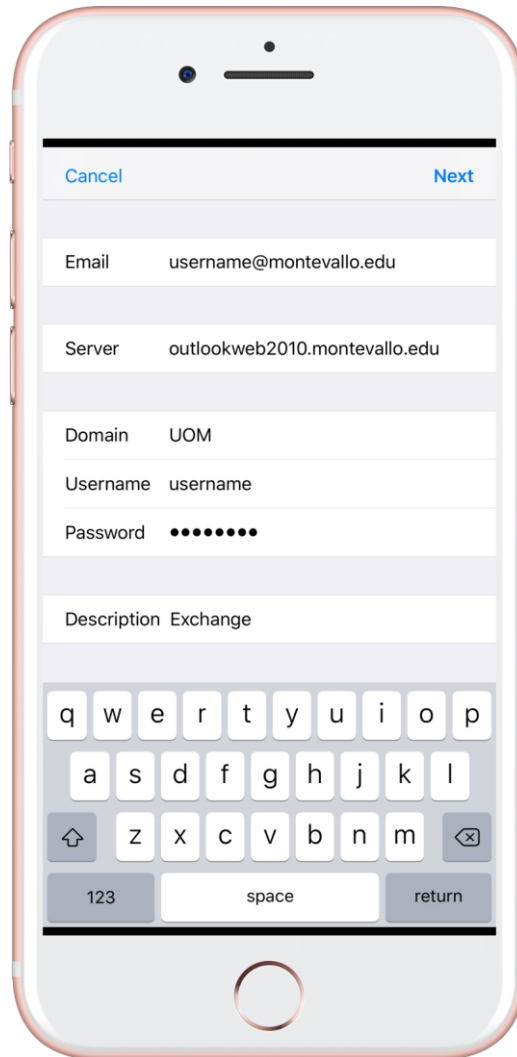


4. Enter your email address and press “**Next**”

If you have any issues or need assistance, please call the Solution Center at (205) 665-6512.

5. Press “**Configure Manually**” and input the following information into the corresponding fields:

- Server – **outlookweb2010.montevallo.edu**
- Domain – **UOM**



6. Press “**Next**” and select which services you want associated with this account

If you have any issues or need assistance, please call the Solution Center at (205) 665-6512.