


# SET-UP NYIT EMAIL ON AN iOS DEVICE

**STEP 1:** Locate and tap on  and select **Mail** from the list of **Settings**.

**STEP 2:** Tap on **Accounts** and then choose **Add Account**.

**STEP 3:** Choose for **Microsoft Exchange** and enter your **Email** and **Description**. Hit **Next** and choose **Configure Manually** when prompted.

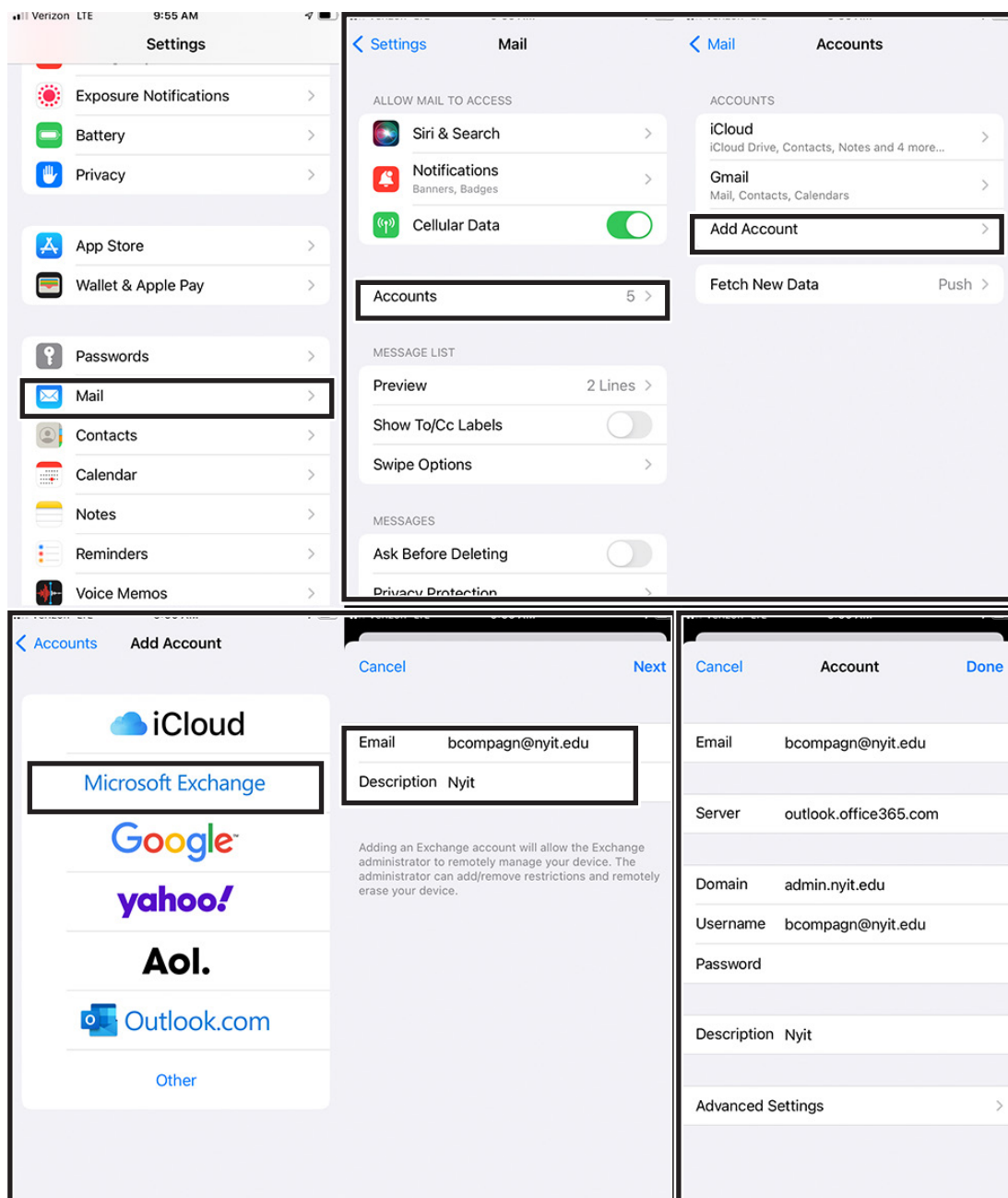
**STEP 4:** Enter your **Password**. You will then be prompted to enter:

**Server Name:** outlook.office365.com

**Domain:** admin.nyit.edu

**NYIT User Name** (make sure you include the @nyit.edu).

Tap **Done** when completed.



For further assistance please contact Information Technology Services (ITS) at 516-686-1400.