Configure Your FSU Email Account on Your Apple Device
(iPhone, iPad, iTouch)

1. Delete the FSU email account currently setup on your the Apple device.
2. Add the new account.
3. Tap **Settings > Mail, Contacts, Calendars > Add Account**.
4. Tap **Microsoft Exchange**.
5. You don’t need to enter anything in the **Domain** box. Enter the information requested in the **Email**, **Username**, and **Password** boxes. You need to enter your full e-mail address in the **Email** and **Username** boxes (for example, jsmith@frostburg.edu).
6. Tap **Next** on the upper-right corner of the screen. If you have iOS 6, your iPhone will auto discover the settings it needs to set up your account. If you have iOS 4.x or 5.x you will need to enter the server name m.outlook.com manually.
7. If you have iOS 3.x you will need to manually look up your Exchange ActiveSync server name. See the **Finding Your Server Name** below.
8. If required for your device, enter your server name, and then tap **Next**.
9. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. By default, Mail, Contacts, and Calendar information are synchronized.

**Finding Your Server Name for iOS 3.x** (iPad and iPod Touch 1st generation)

1. Sign in to your account using the Outlook Web App [https://outlook.com/frostburg.edu](https://outlook.com/frostburg.edu)
2. In Outlook Web App, click **Options > See All Options > Account > My Account > Settings for POP, IMAP, and SMTP access**.
3. Under **POP setting**, locate the value for the **Server name** (Ex. podxxxxx.outlook.com).