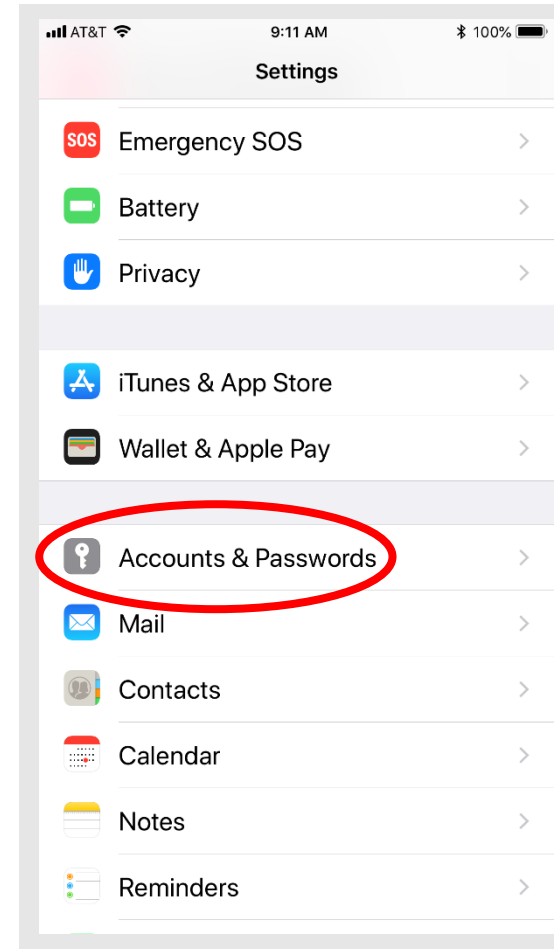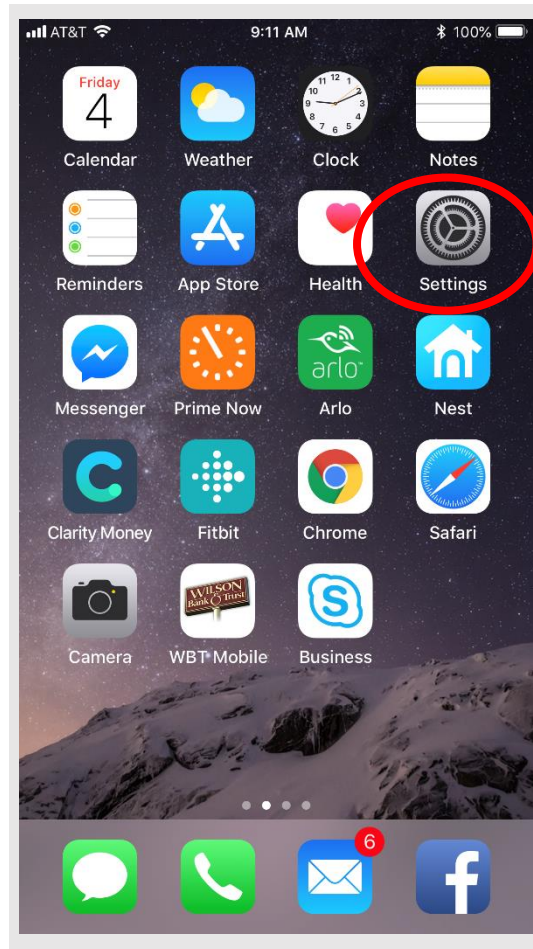# Adding Email account to iOS Device (11.3.1)
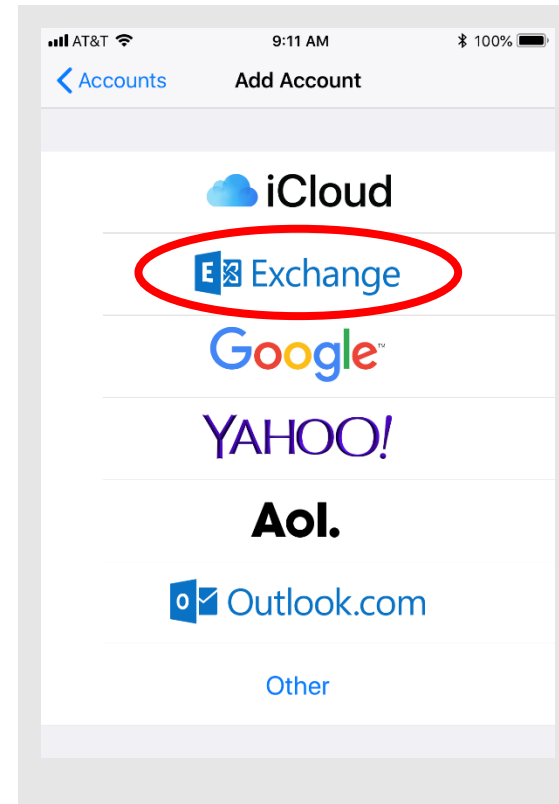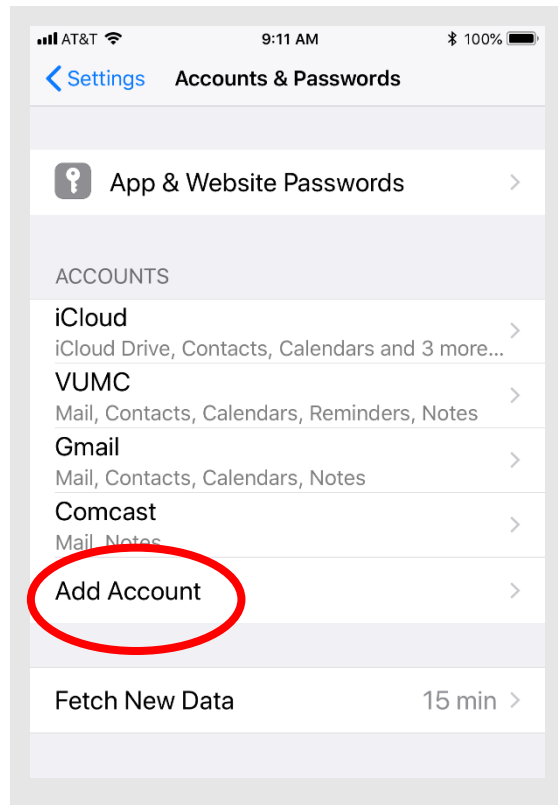
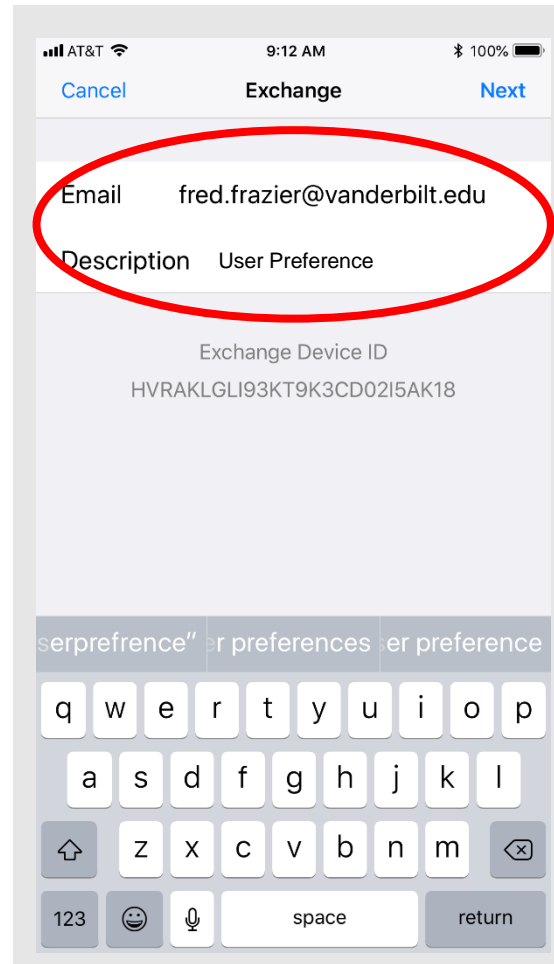VANDERBILT UNIVERSITY
MEDICAL CENTER

Information Technology
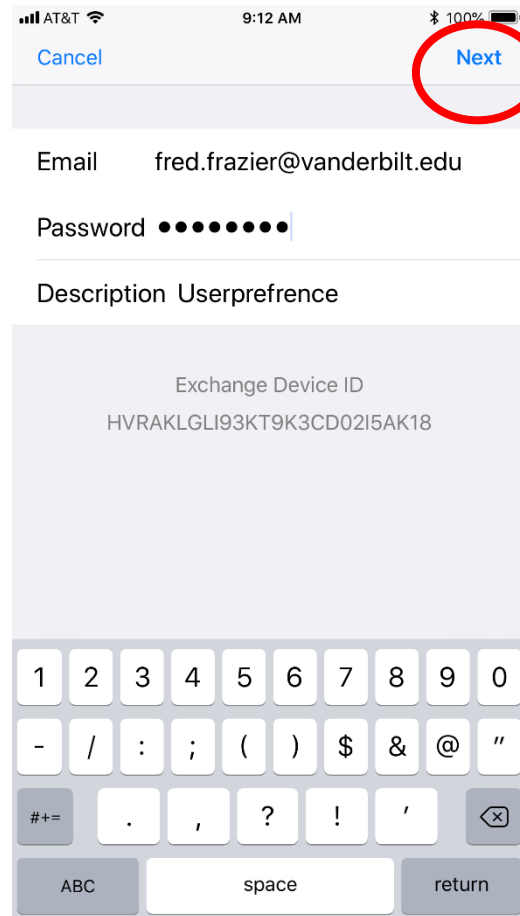
1. Choose **Settings**, then **Accounts and Passwords**

2. Click on **Add Account**, then **Exchange**

3. Enter your Email address and a description, if you choose

4. Enter the ePassword associated with the VUnet ID that the email address belongs and click **Next**

5. Fill in the following information and click **Next**

Email Address: Desired Email address
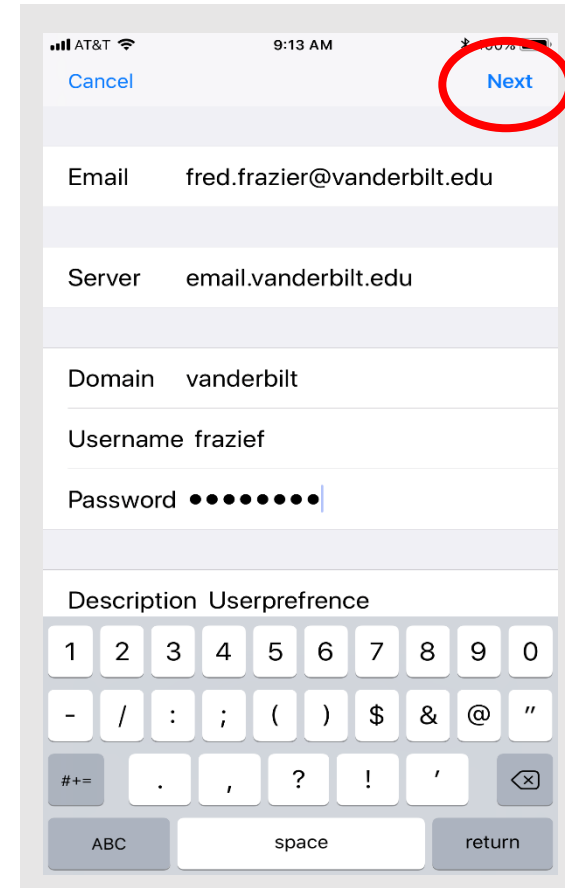
VU Server: email.Vanderbilt.edu

VUMC Server: email.vumc.org

Domain: Vanderbilt

Username: VUnet ID to which email address entered above belongs.

Password: Password associated to VUnet ID of email address.

Description: This will be the name displayed on phone when looking at accounts. This is user preference.

6. Choose which items you wish to sync with phone and click **Save**