Adding your VUMC Email account to the Outlook App
1. Enter your @vumc.org email address and click Add Account
2. On the next page, do not enter your credentials as requested. Instead, click Not Office 365 in the top right hand corner.
3. Choose **Change Account Provider**
4. Select **Exchange**
5. Choose **Use Advanced Settings**
6. Fill in the following information

**Email Address**: @vumc.org address

**Password**: Password associated to VUMC VUnet ID of @vumc.org email address

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

**Server**: email.vumc.org

**Domain**: Vanderbilt

**Username**: VUMC VUnet ID to which email address entered above belongs