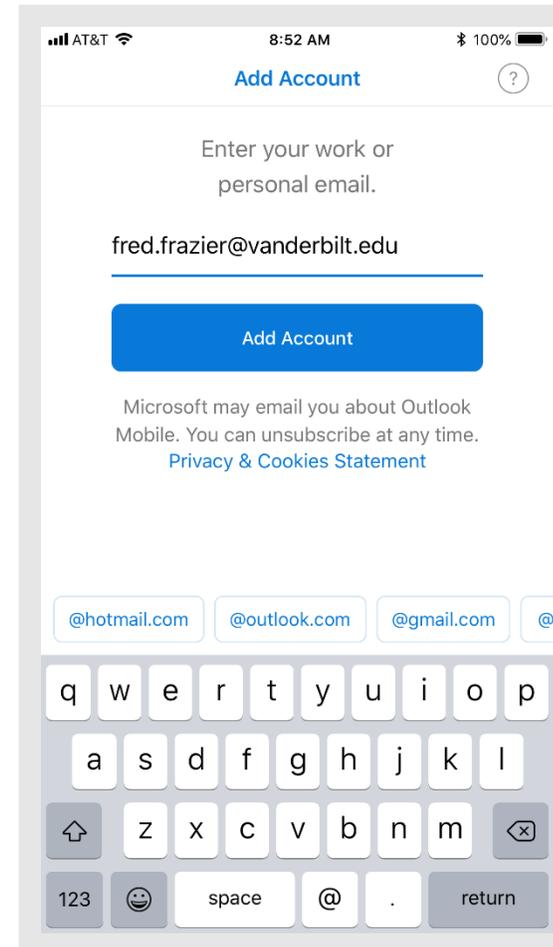


Adding your VU Email account to the Outlook App

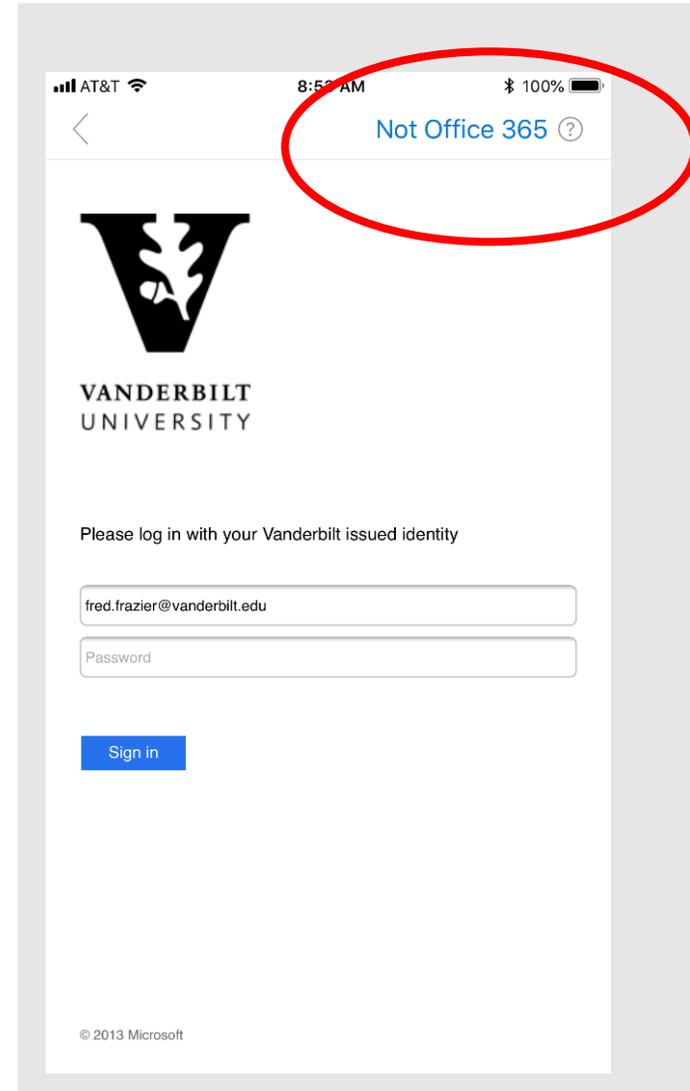
VANDERBILT  UNIVERSITY
MEDICAL CENTER

Information Technology

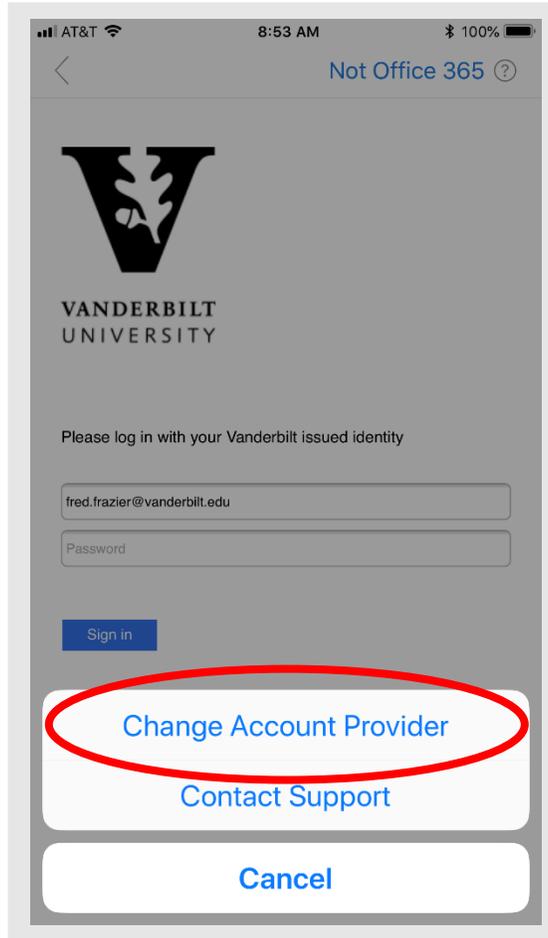
1. Enter your
@Vanderbilt.edu
email address
and click **Add
Account**



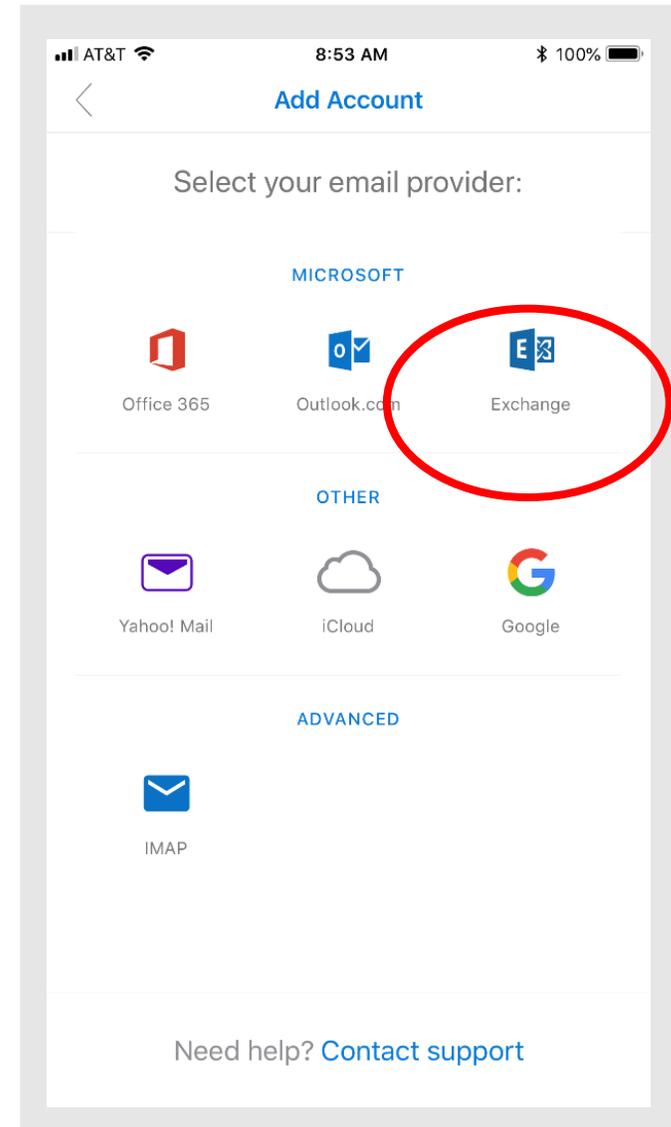
2. On the next page, do not enter your credentials as requested. Instead, click **Not Office 365** in the top right hand corner.



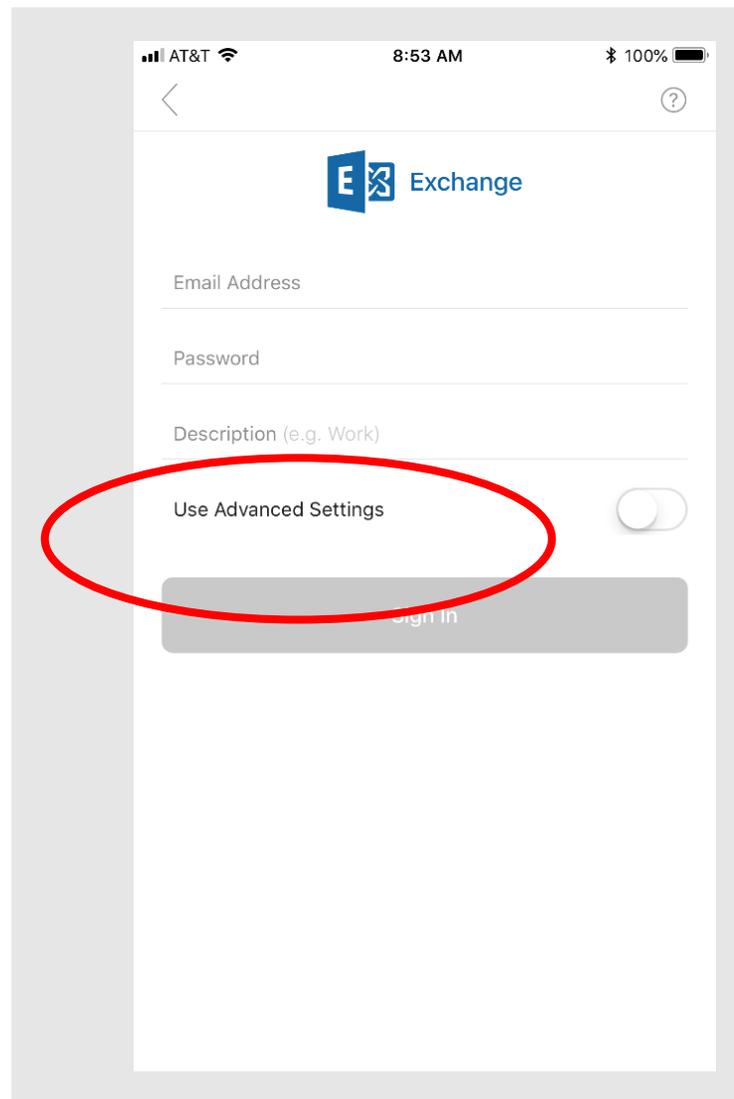
3. Choose Change Account Provider



4. Select Exchange



5. Choose Use Advanced Settings



6. Fill in the following information

Email Address: @Vanderbilt.edu address.

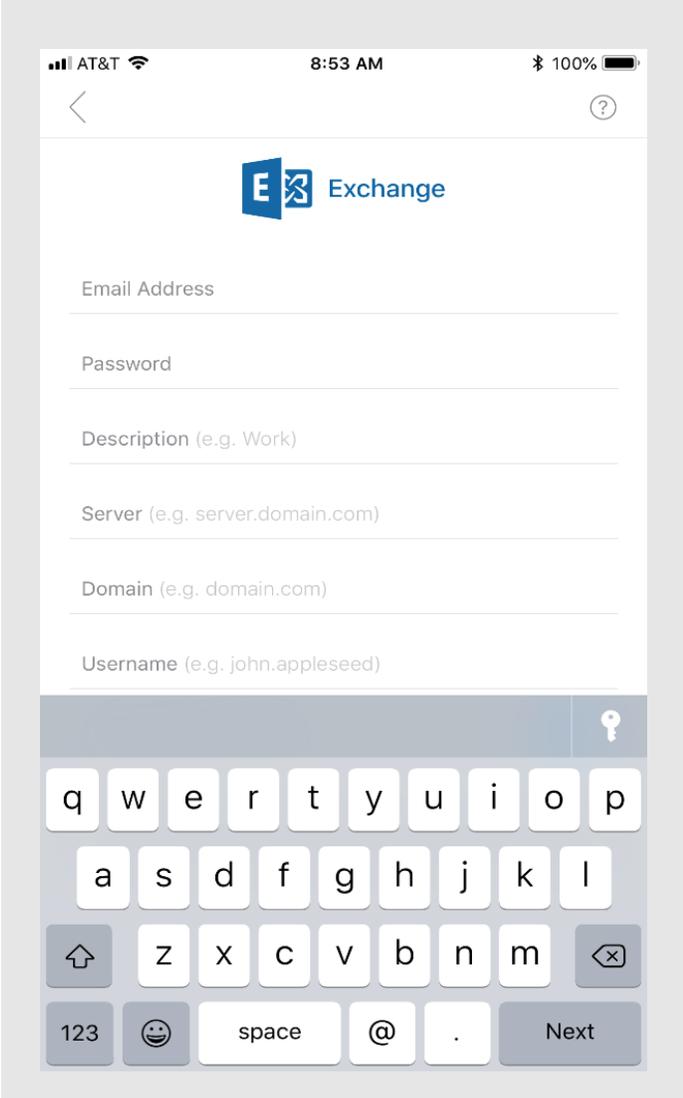
Password: Password associated to new VU VUnet ID of @Vanderbilt email address

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

Server: email.Vanderbilt.edu

Domain: Vanderbilt

Username: new VU VUnet ID to which email address entered above belongs



The screenshot shows the 'Exchange' account setup screen on an iPhone. The status bar at the top indicates AT&T service, 8:53 AM, and 100% battery. The screen features a blue 'Exchange' logo at the top. Below the logo are several input fields: 'Email Address', 'Password', 'Description (e.g. Work)', 'Server (e.g. server.domain.com)', 'Domain (e.g. domain.com)', and 'Username (e.g. john.appleseed)'. A keyboard is visible at the bottom of the screen, with the '@' key highlighted.