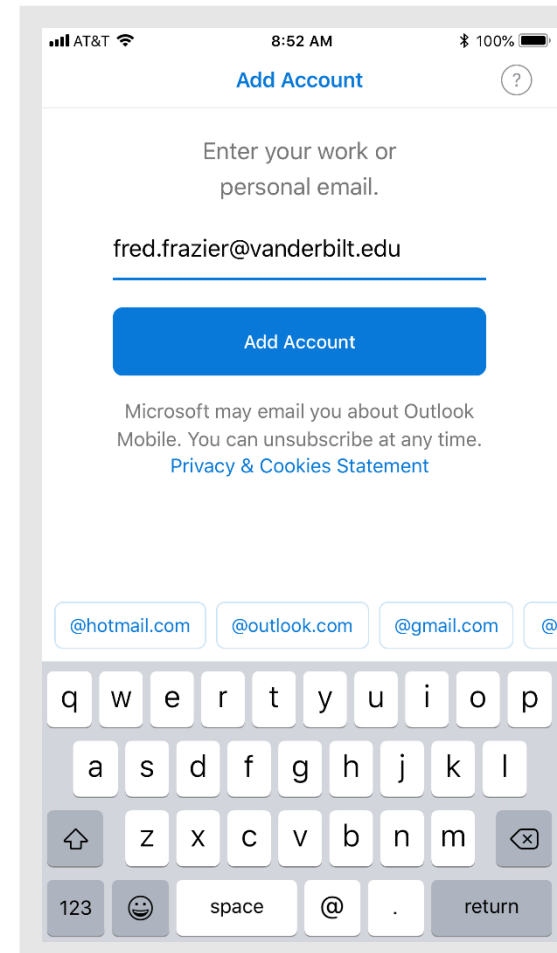


# Adding your VUMC Email account to the Outlook App

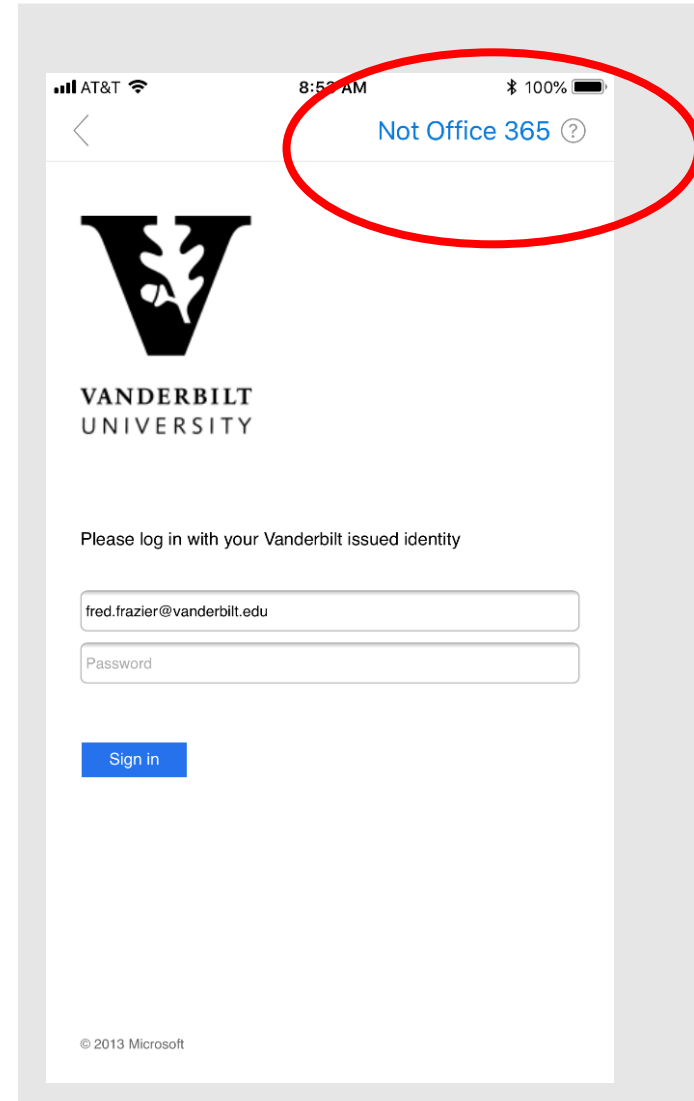
VANDERBILT  UNIVERSITY  
MEDICAL CENTER

Information Technology

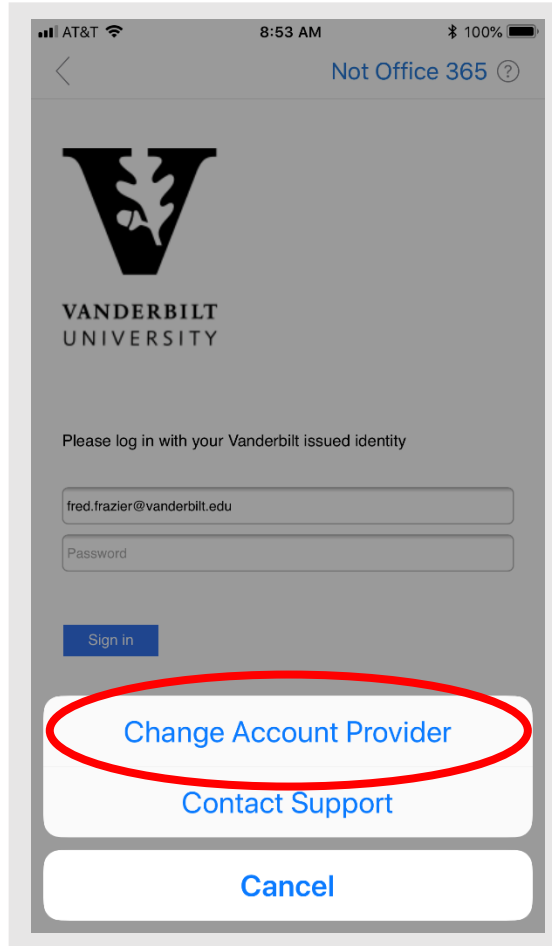
1. Enter your @vumc.org email address and click **Add Account**



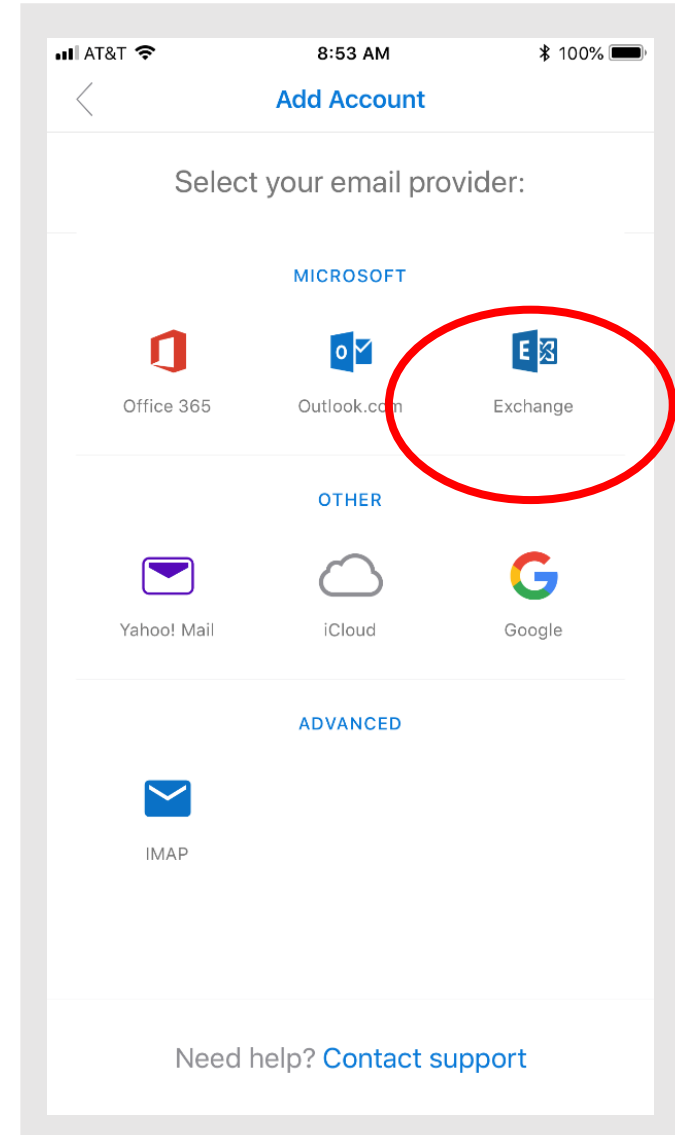
2. On the next page, do not enter your credentials as requested. Instead, click **Not Office 365** in the top right hand corner.



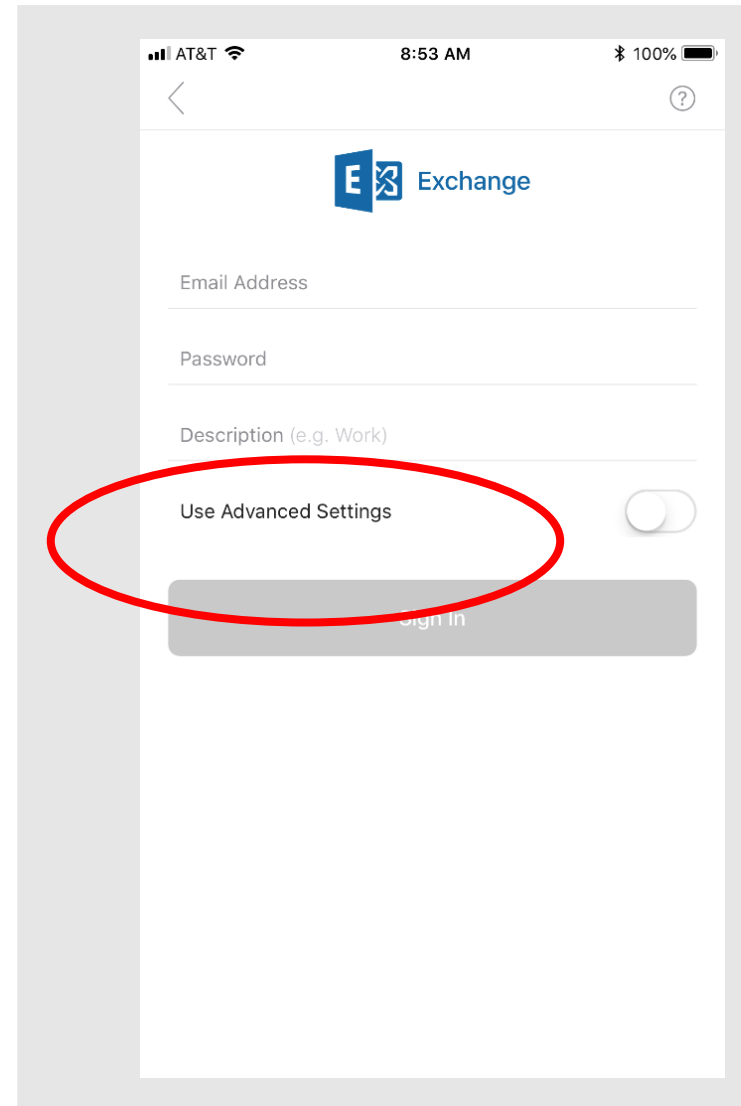
# 3. Choose Change Account Provider



# 4. Select Exchange



# 5. Choose Use Advanced Settings



## 6. Fill in the following information

Email Address: @vumc.org address

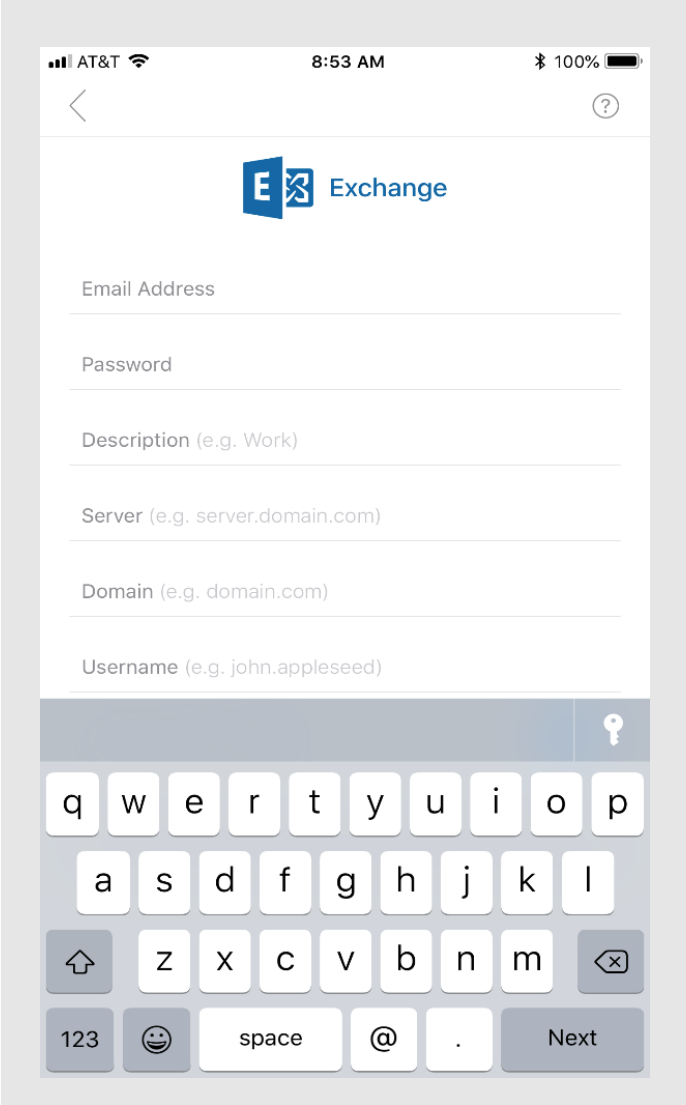
Password: Password associated to VUMC VUnet ID of @vumc.org email address

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



The image shows a screenshot of an iPhone's Exchange account setup screen. At the top, the status bar displays 'AT&T', signal strength, Wi-Fi, the time '8:53 AM', and '100%' battery. Below the status bar is a navigation bar with a back arrow on the left and a help icon on the right. The main content area features the 'Exchange' logo at the top, followed by 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 a 'Next' button highlighted in the bottom right corner.