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Adding An Email to an iOS Device using Mail

1. Tap on the Mail icon on your mobile device

2. From here you will select the type of email you wish to add. For Faculty and Staff Select “Microsoft Exchange” for Students select “Google.”
3. For Exchange accounts, fill in your email and a description you prefer.
   a. For Faculty and Staff Emails it will be username@utm.edu with the Exchange Account Settings

   ![Exchange Account Setup]

   b. For Students it will be username@ut.utm.edu

   ![Google Account Sign In]

4. When the prompt comes up, tap “Sign-In”
5. This will bring up the UTM Email login. Sign in with your Portal Password and accept the prompt from Duo.

6. Tap Accept to accept any permissions in order for your mail to sync.
Adding An Email to an iOS Device using the Outlook Application

1. Search for the “Microsoft Outlook” in the App Store

2. After the app downloads, fill in your full UTM email when it prompts you
3. This will bring up the UTM Email login. Sign in with your Portal Password and accept the prompt from Duo.
Adding An Email to an Android Device with the Outlook Application

1. Download the Microsoft Outlook application on the Google Play Store

2. After the app downloads, fill in your full UTM email when it prompts you

3. This will bring up the UTM Email login. Sign in with your Portal Password and accept the prompt from Duo.

4. This will bring up the UTM Email login. Sign in with your Portal Password and accept the prompt from Duo.