**IPhone Setup with GUtech Email for Student**

**Step 1**

From the home screen, select **Settings**.  Then select **Mail, Contacts, Calendars**.





**Step 2**

Select **Exchange**.

**Step 3**

Select **Add Account**.  This step is skipped if this is the first email account on the phone.





**Step Four**

In the **Email** field, enter your full email

Address (for example, **00-0000@student.gutech.edu.om**).

In the **Password** field, enter the same **password** used for your email.

In the **Description** field, enter **GUtech** (Optional)

Click Next

. 

**Step Five**

In the **Server** field, enter "outlook.office365.com" (without quotes).

Click **Next**.



**Step Six**

Choose which options you'd like synchronized.

Click **Save**.