

# Musom Exchange email setup for iPhone / iPad

revised 9/7/2015

When you add your Exchange ActiveSync account, you can sync your Mail, Contacts, Calendars, Reminders, and Notes wirelessly with your iOS device.

## 1 Add your Exchange account

Tap Settings > Mail, Contacts, Calendars > Add Account > Exchange.

## 2 Enter your information

Enter your email address and password. If you want to, you can also enter an account description.

**Email:** Your Musom email address

**username@marshall.edu**

**Password:** Your Musom password



## 3 Connect to the Exchange Server

**Server:** outlookweb.marshall.edu

**Domain:** som.marshall.edu

**Username:** Just your Musom username  
( not the whole email address )

**Password:** Your Musom password



If you need assistance, please contact the Musom Help Desk

304-691-1748

somhelpdesk@marshall.edu

