Android Settings

1. Open the Gmail app, and tap the three bars in the top left corner.



2. Scroll down and tap Settings.



3. Tap Add account.



4. Tap Exchange and Office 365.



- 5. Type in your HSU e-mail address and tap Next.
 - Note: Your email address and username may be different. Please contact the Help Desk if you need assistance with this information.
- 6. Type in your HSU password and tap Next.

7. If a Redirect Request appears, tap OK.



8. Fill in the Server space with outlook.office365.com to match the example below:



9.

notification may appear. If it does, tap



iPhone Settings

1. Go to Settings > Accounts & Passwords.



< Note: prior to iOS11, go to Settings > Mail, Contacts, Calendars.

2. Select Add Account.



3. Select Exchange.



4. Fill in your Email address and password. The description can be changed to your liking.

- Note: Your email address and username may be different. Please contact the help desk if you need assistance with this information.
- 5. Select Sign in.



6. If you are asked to select an account type, choose Work or school account.



7. Authenticate with the HSU Federated logon site.



8. After verifying your information, select Save!

