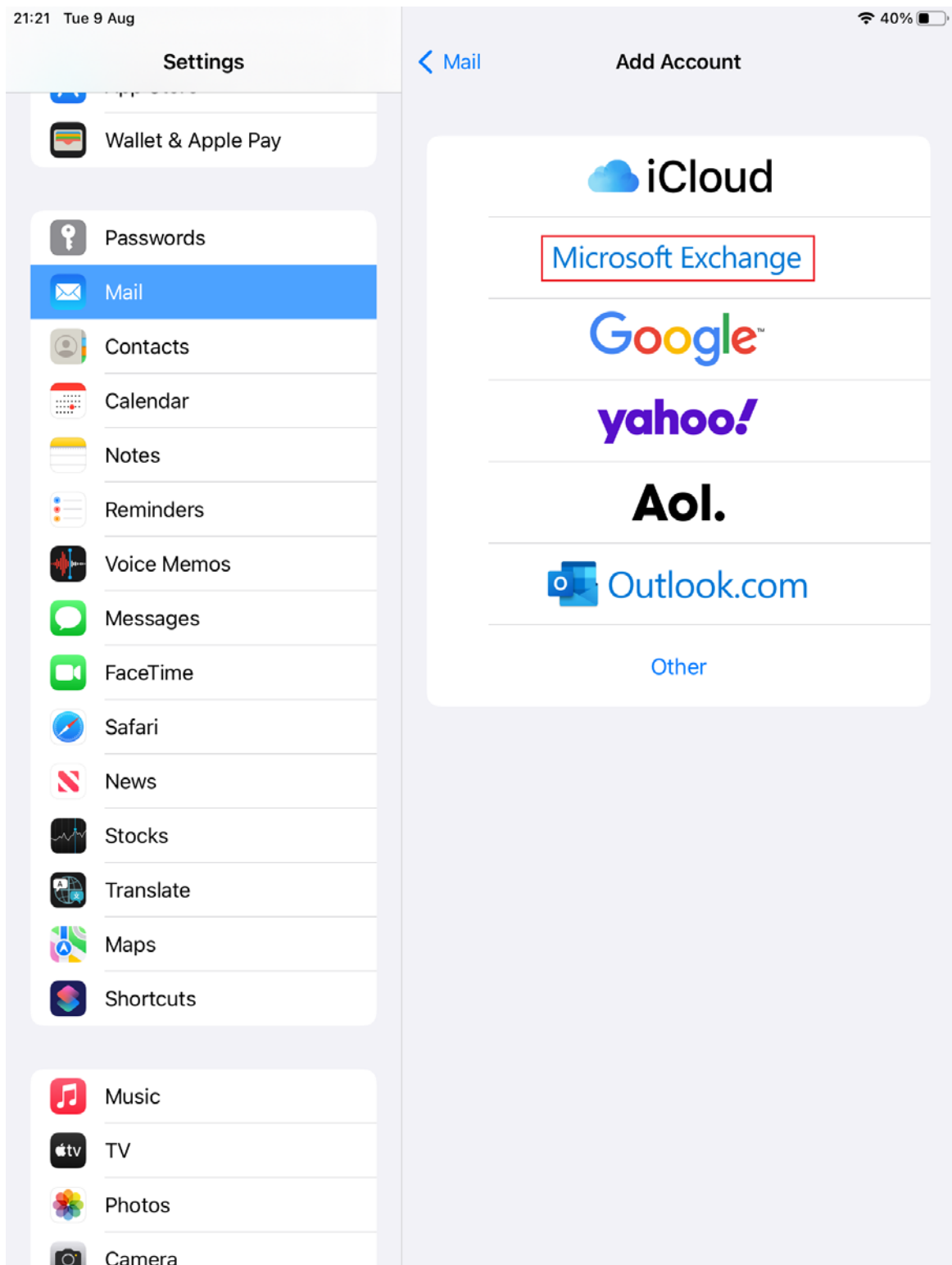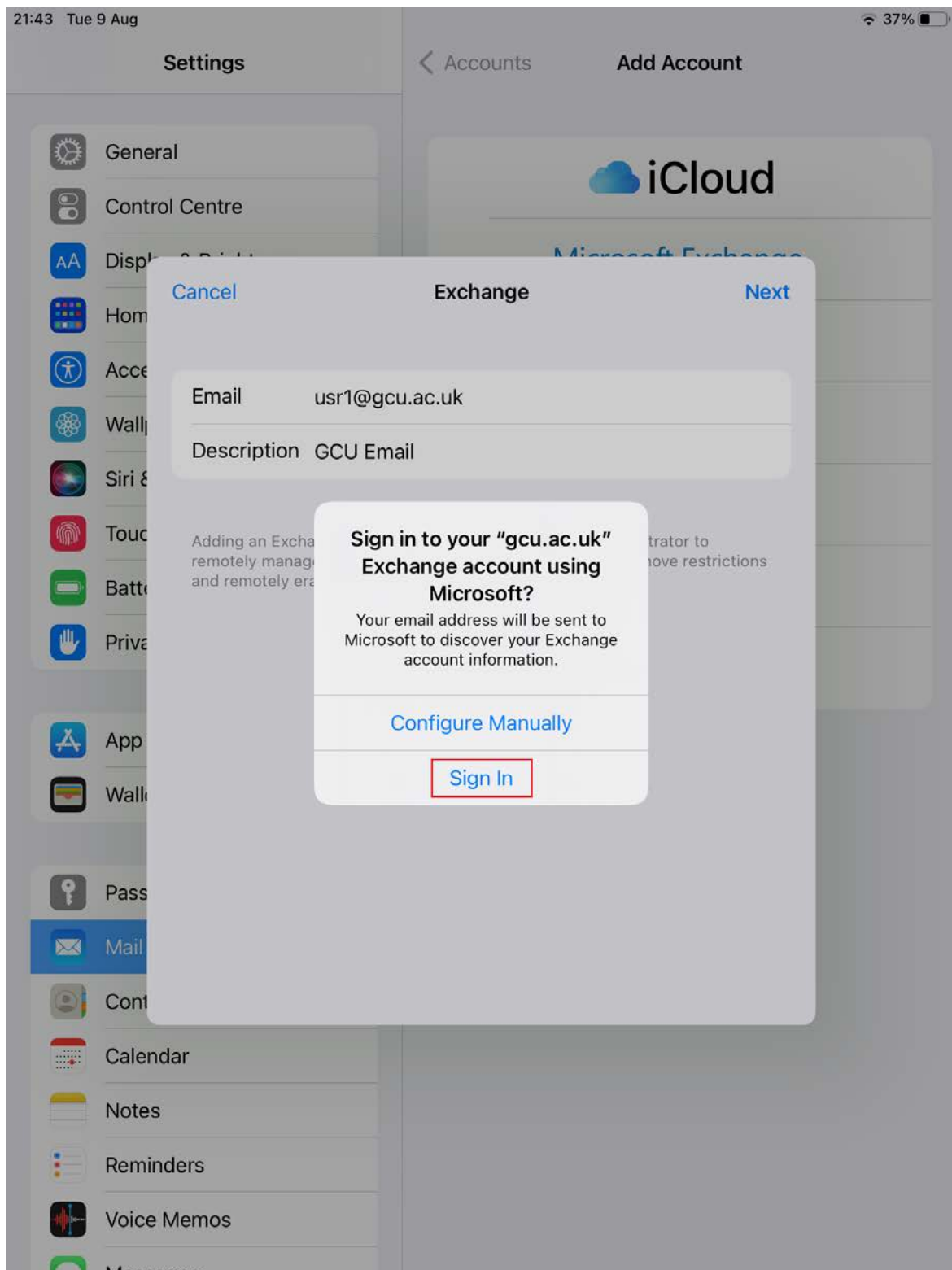# Add Account iOS Mail App

1. Tap **Settings** > **Mail** > **Add Account** > **Microsoft Exchange**.

2. Enter your username followed by @gcu.ac.uk, a descriptive name for the account, tap **Next**, tap **Sign In** and sign in to your account.

3. Tap **Save**.