

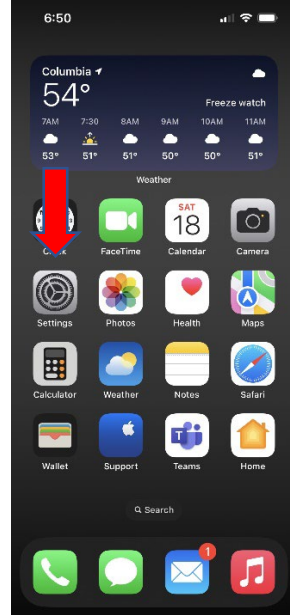
USC School Medicine Microsoft 365 Migration Email Setup Instructions - iPhone (iOS version 16)

**These are steps you will need to complete on your iPhone once your email account has been migrated to Microsoft 365. These steps outline the process for removing your previously configured account and adding the newly migrated account.*

***If you have an Android device and need assistance, please contact us at 803-545-5100.*

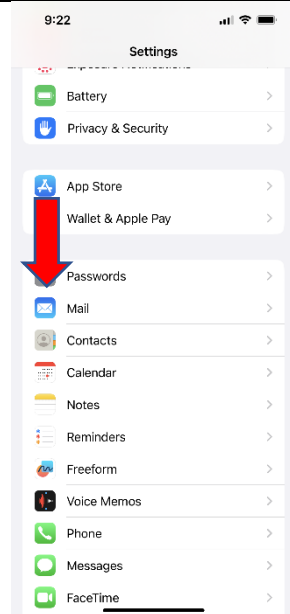
Step 1

Click on **Settings**

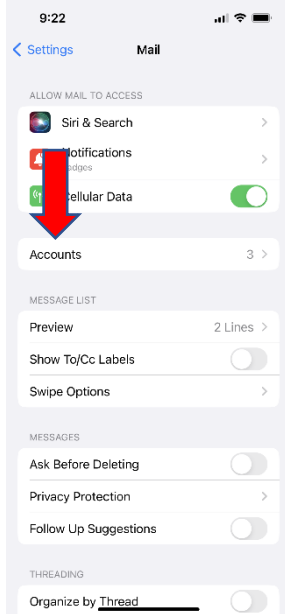


Step 2

Click on **Mail**



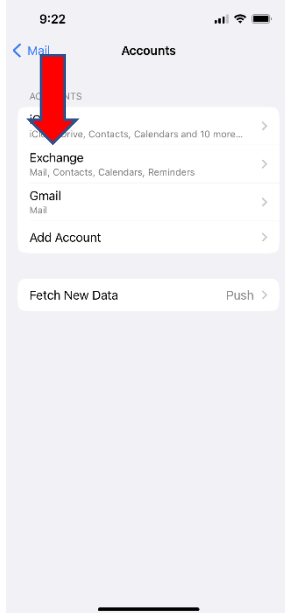
Step 3
Click on **Accounts**



Step 3
Select your USC School of
Medicine account.

This is a custom name that was created when you first setup the email account on your phone. In this example it is called *Exchange*.

We will verify this is the correct account in the next step.

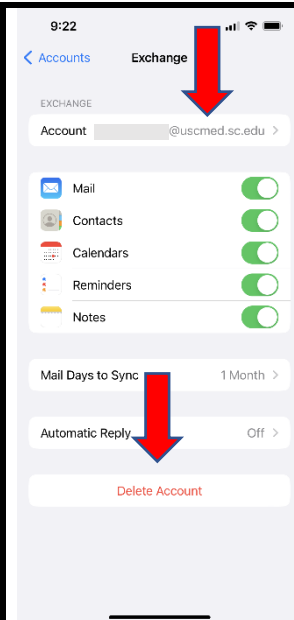


Step 4

Verify that the email domain is
@uscmcd.sc.edu

This is to confirm this is your
USC School of Medicine email
account. Make note of any
currently synced settings. You
will need this later when you
add the newly migrated
account.

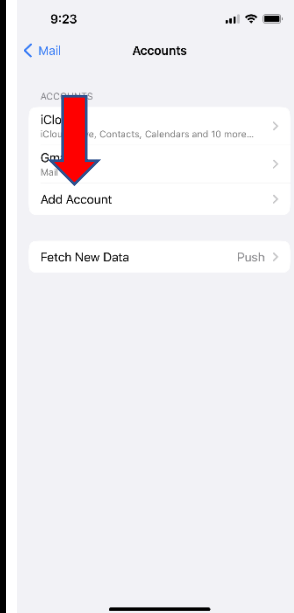
Click on **“Delete Account”** This
needs to be done so the newly
migrated account can be added
back properly.



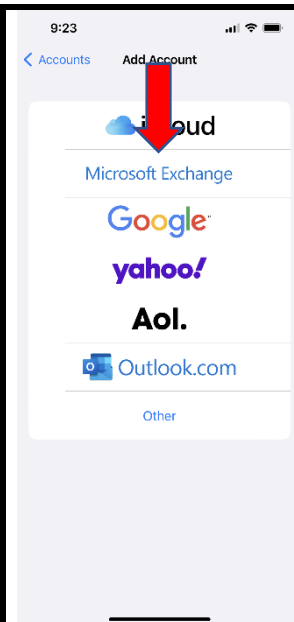
Step 5

You will be taken back to the
Accounts screen.

Click on **“Add Account”**



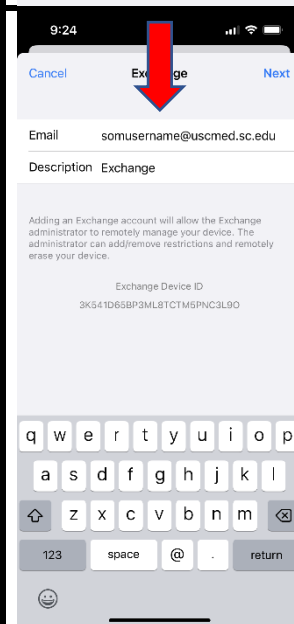
Step 6
Click on “Microsoft Exchange”



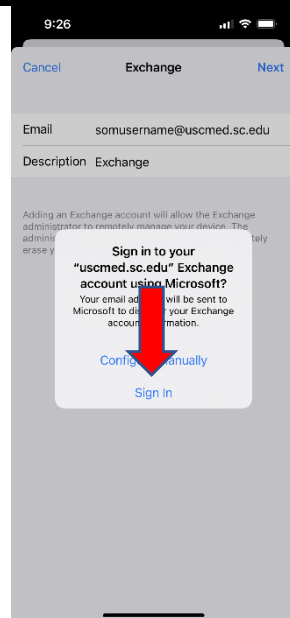
Step 7
For the Email field, enter in your USC School of Medicine *username* with the @uscmcd.sc.edu email domain at the end.

Do not use *first.lastname@uscmcd.sc.edu*, as this will not work.

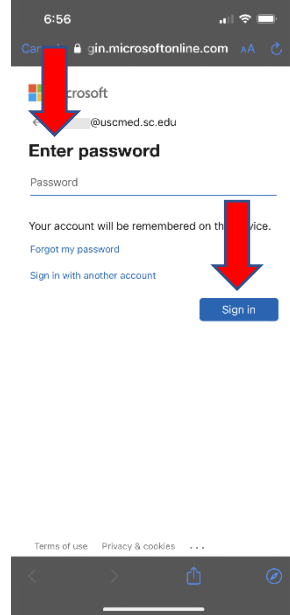
You can enter in a description for this account that will help you determine that this is your USCSOM email.



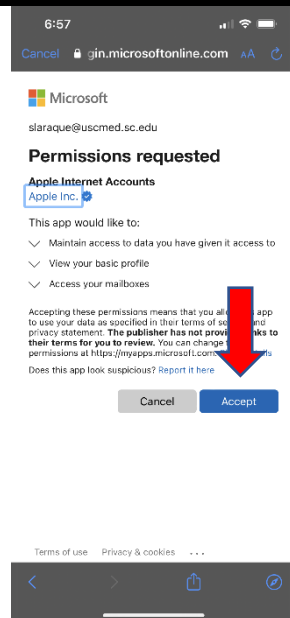
Step 8
Click "Sign In"



Step 9
Enter in your USC School of Medicine email account password and then click "Sign in"



Step 10
Click "Accept"



Step 11
Match your sync settings you made note of from Step 4.

Click "Save" You have now successfully completed the process of adding your newly migrated account to your iPhone.

