Marshall graduate email utilizes Office 365. This guide covers how to activesync to the Office 365 using an iPhone. Note that this should work with any iPhone running the 3.0 or better operating system. Older iPhones will need to be upgraded.

1. If necessary, upgrade your phone to iPhone OS 3.0 or better.
2. From the main menu, select “Settings”.
3. Select “Mail, Contacts, Calendars”.
4. Select “Add Account”.
5. Select “Microsoft Exchange”.
6. Fill out the screen as follows:
   - Email: This is your Marshall Outlook email address.
   - Domain: marshall.edu
   - Username: This is entered in one of two ways depending on your phone:
     - YourUsername@marshall.usc.edu
     - marshall.edu\YourUsername
   - Password: This is your MyMarshall password.
   - Description: This is a meaningful name such as “Marshall”.
   - Server Name: outlook.office365.com
7. Select “Next”.
   Your iPhone will now connect and verify your information.
8. When the settings check is complete, click “Next”.

In this step, you must decide which components (Mail, Contacts, & Calendar) you would like to sync with the Marshall Exchange Server.

9. For each item (Mail, Contacts, and Calendars), specify whether or not you wish to synchronize by selecting “On” or “Off”. (“On” syncs, “Off” does not.)
10. Note that you will need to click “Sync” after each item you set to “On”.
11. Click “Save”.
12. If desired, click on the account you just created and change the number of days mail you wish to sync.

That’s it!