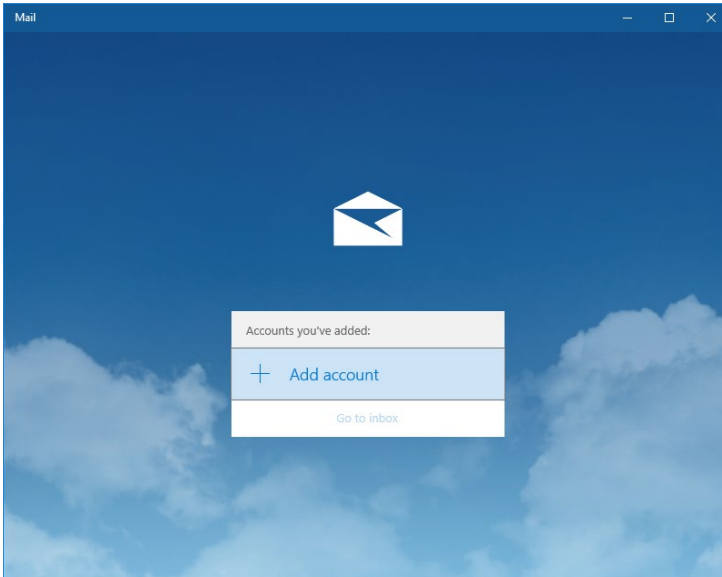


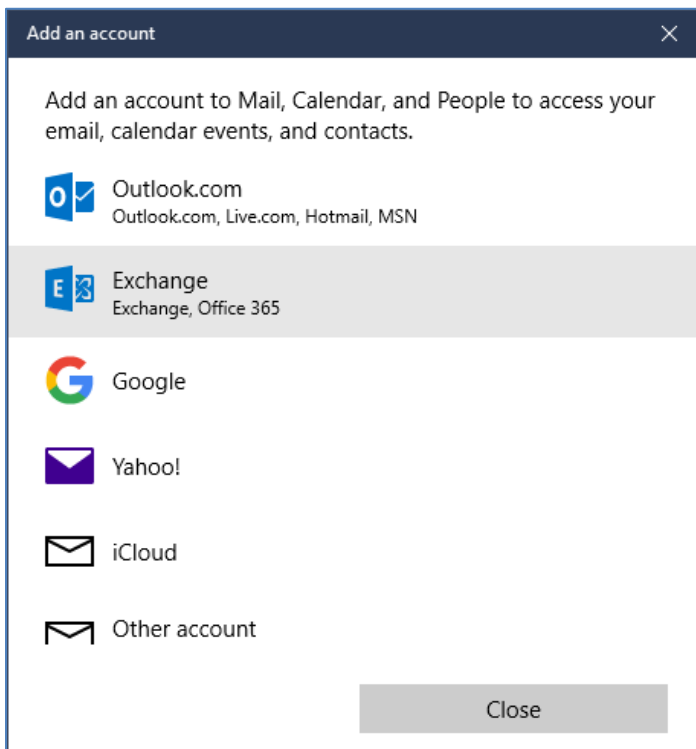
Student email (Windows 10):

If this is the first account you have added, follow steps 1-7. If you already have an account in Mail, skip to step 8.

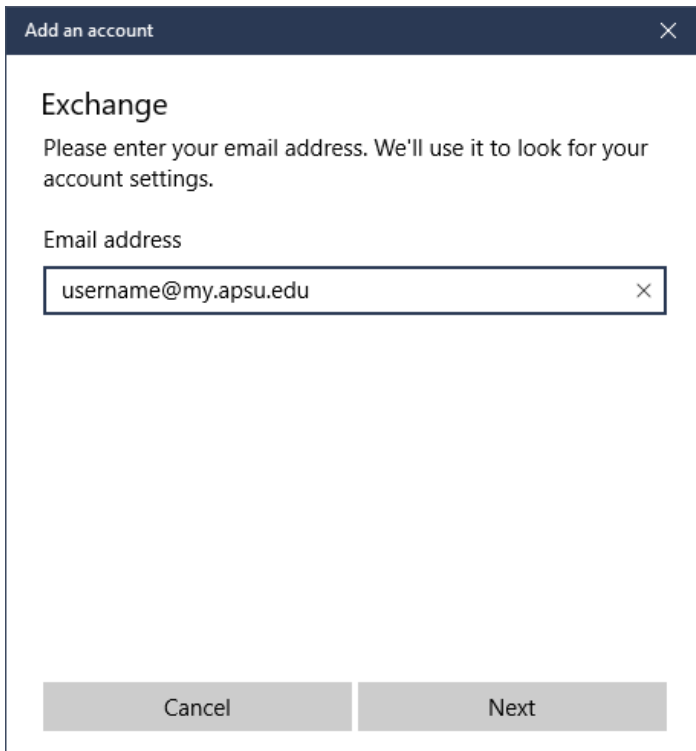
1. Open the Mail app. Click **Add account**.



2. Choose **Exchange**.

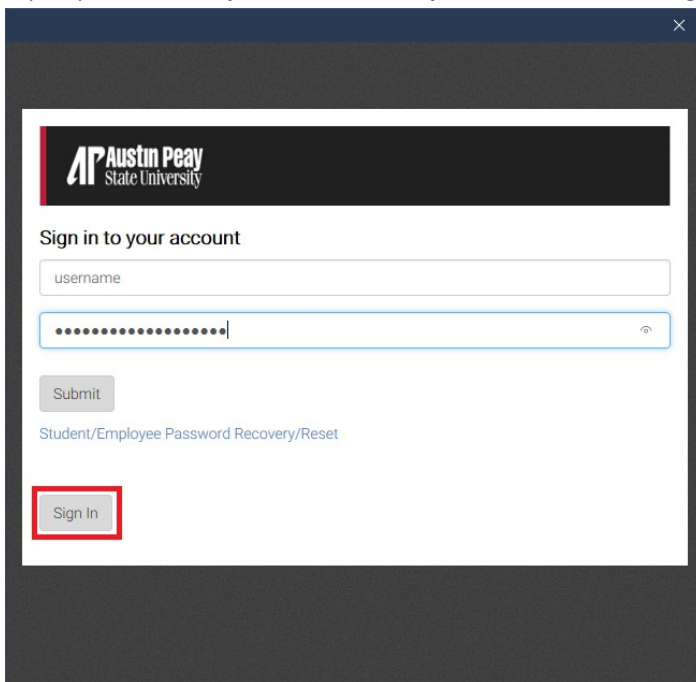


3. Input your **email address** and click **Next**.



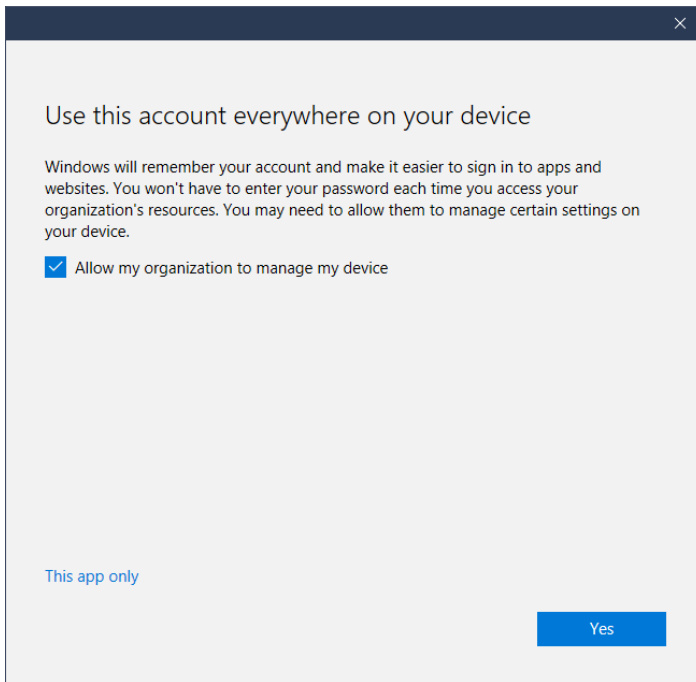
The screenshot shows a dialog box titled "Add an account" with a close button (X) in the top right corner. The main heading is "Exchange". Below the heading is the instruction: "Please enter your email address. We'll use it to look for your account settings." Underneath, there is a label "Email address" followed by a text input field containing the text "username@my.apsu.edu" and a small close button (X) on the right side of the field. At the bottom of the dialog box, there are two buttons: "Cancel" on the left and "Next" on the right.

4. Input your **OneStop username and password** and click **Sign In**.

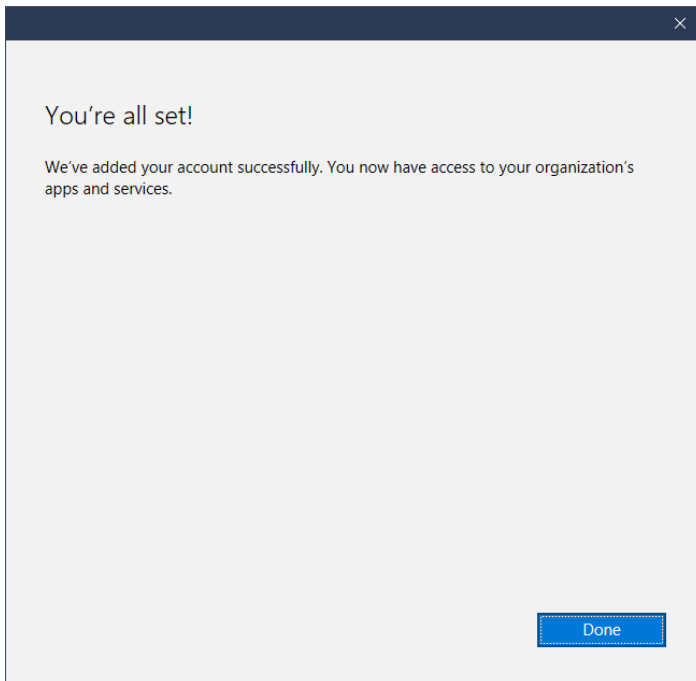


The screenshot shows the sign-in page for Austin Peay State University. At the top left is the university logo with the text "Austin Peay State University". Below the logo is the heading "Sign in to your account". There are two input fields: the first is labeled "username" and contains the text "username"; the second is a password field filled with dots and has a small eye icon on the right to toggle visibility. Below the password field is a "Submit" button. Underneath the "Submit" button is a link that says "Student/Employee Password Recovery/Reset". At the bottom of the form area, there is a "Sign In" button, which is highlighted with a red rectangular box.

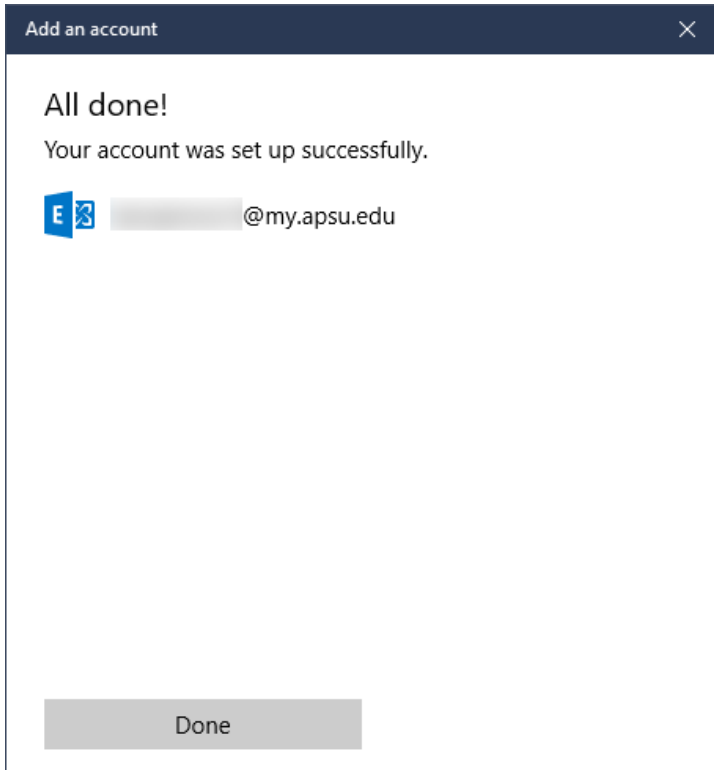
5. Click **Yes**.



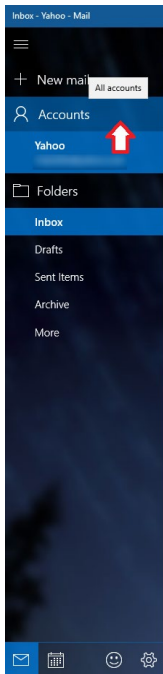
6. Click **Done**.



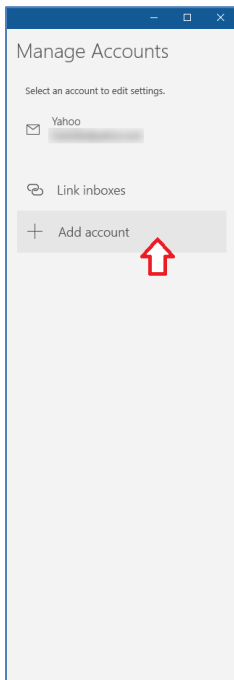
7. Click **Done**.



8. If you have an existing account but want to add your APSU email, click on **Accounts** on the left.



9. Click **Add account**.



10. Go back to steps 2-7.