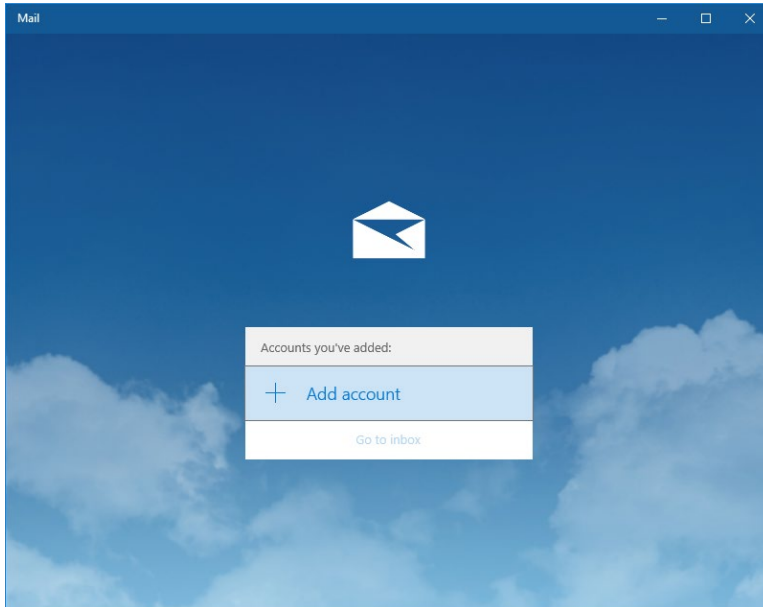


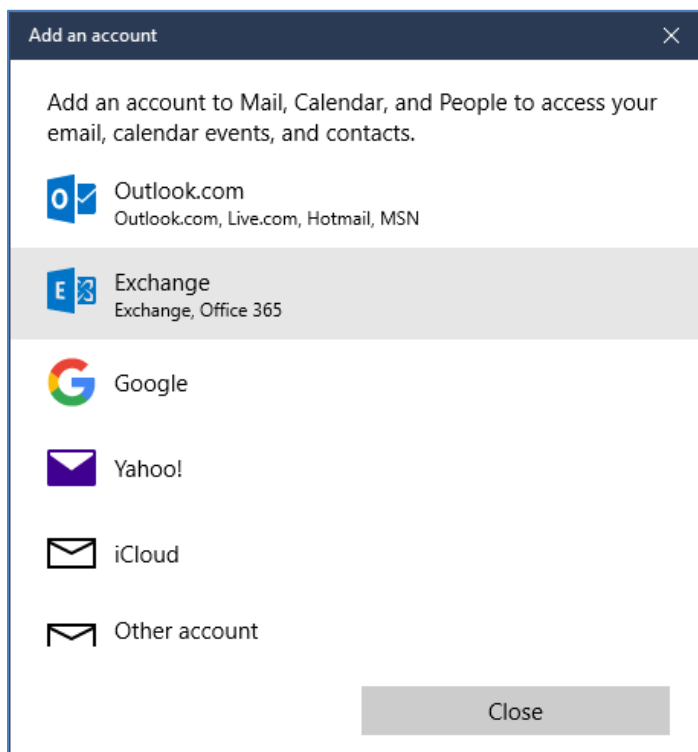
## Faculty/staff email (Windows 10):

If this is the first account you have added, follow steps 1-5. If you already have an account in Mail, skip to step 6.

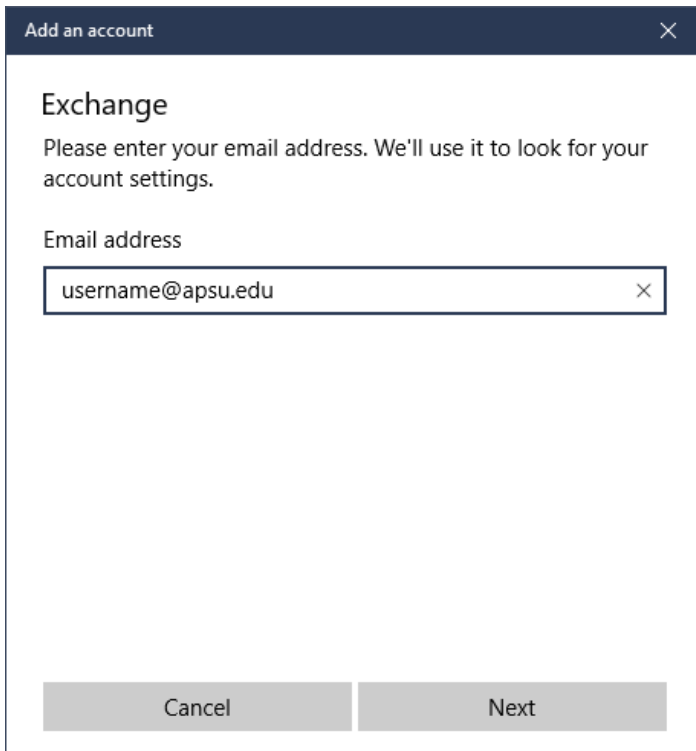
1. Open the Mail app. Click **Add account**.



2. Choose **Exchange**.



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



Add an account

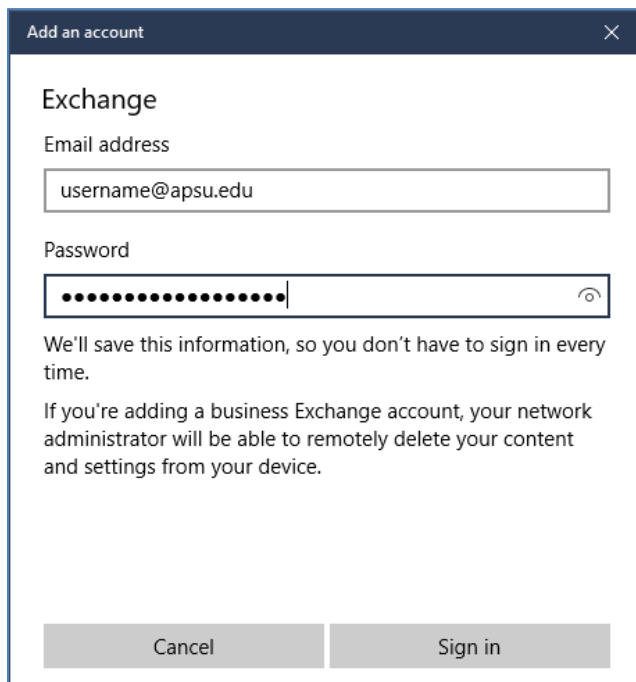
### Exchange

Please enter your email address. We'll use it to look for your account settings.

Email address

Cancel Next

4. Input your password and click **Sign in**.



Add an account

### Exchange

Email address

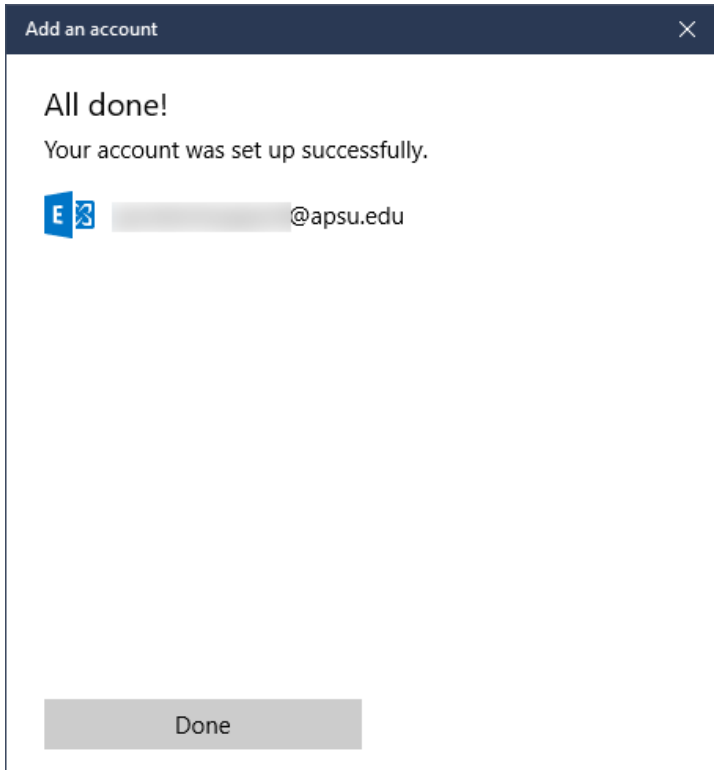
Password

We'll save this information, so you don't have to sign in every time.

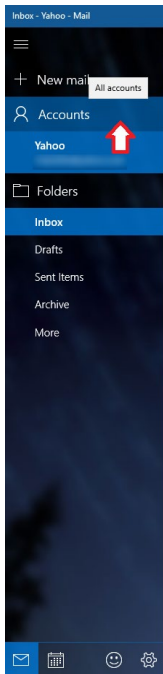
If you're adding a business Exchange account, your network administrator will be able to remotely delete your content and settings from your device.

Cancel Sign in

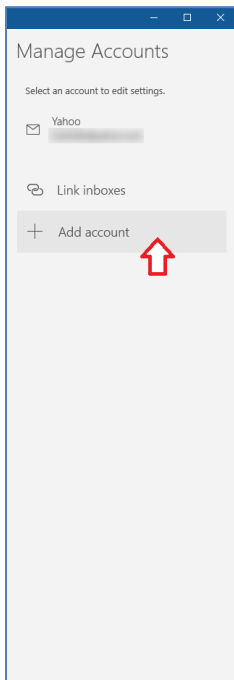
5. Click **Done**.



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



7. Click **Add account**.



8. Go back to steps 2-5.