

Follow these steps to setup a USV e-mail account on your iPhone or Android

**To set new @USV.EDU email on iPhone or iPad:**

Go to Settings – Mail  
Go to Accounts  
Go to Add Account  
Select Microsoft Exchange (do NOT select Outlook.com)  
Enter your new email yourusername@usv.edu and description “USV” and click Next  
In the pop-up confirmation click on Sign In  
Enter password when prompted  
On the features selection screen select all and click Save

After your new account is setup you can delete your old @cogswell.edu account from your iPhone

**To set new @USV.EDU email on Android phone or tablet:**

Go to Settings – Users&Accounts  
Go to Add account  
Select Outlook  
Enter your new email address yourusername@usv.edu and click Continue  
On the Office 365 screen enter your password and click Sign in  
Close Settings

After your new account is setup you can delete your old @cogswell.edu account from your phone.

**Outlook on iPhone and Android**

Microsoft has Outlook app for both iPhone and Android. If you prefer to use it on your phone you can download it from App Store or Google Play respectfully. To set it up you just need to enter your email address and password when you start Outlook on your phone for the first time – the app will automatically set your account after connecting to Microsoft online. . If you previously used Outlook for your @cogswell.edu email, you need to delete this old account from Outlook and add a new one for yourusername@usv.edu