1. Open the **Settings** app

2. Navigate to **email + accounts** and select **add an account**

3. Select **Other**

4. In the **Username** field, type your **SE Key**
   (Example SE Key: jtdoe1s)
   In the **Password** field, type your **SE Key password**

5. Select **advanced**

6. Select **Internet email**

7. Populate the correct information for the Email Account

   - **Account name**: Name of the account on your device
   - **Your name**: Name to display on emails
   - **Incoming/Outgoing Email Server**: student.semo.edu
   - **Account type**: IMAP4
   - **User name**: SE Key
   - **Password**: SE Key password

8. Select **sign in**

**Didn’t work for your device?**

If your problems still persists, just ask the Help Desk student worker for assistance.