Locating server settings in Microsoft Office 365

We must first point out that UIU IT does not support the forwarding of emails to any device or other email client. Should you experience difficulties with this service, it is up to you to correct it; this service is purely at your own risk. The information that you will need to set up any email client is found by logging in to your UIU email and then:

1. Locate and click the ‘Settings’ icon in the upper right corner of the page.

2. From the drop down, select ‘Options’
3. Click on ‘Settings for POP or IMAP access...’

To access server settings