1) **How do I request an Exchange Account?**
   a. To request an Exchange account go to https://itaccounts.iu.edu
      i. Click *Manage My IU Computing Accounts* and log in with your IU Username and Password if prompted.
      ii. Once logged in click *Create More Accounts*. This will give you a list of accounts to choose from. Select the dial next to *Exchange* then scroll down to the bottom and click on the *Create Account* button.
      iii. This will create the Exchange account for you. It can take 24 hours for the account to populate. As soon as you are able to log into [www.exchange.iu.edu](http://www.exchange.iu.edu) your account has been created.

2) **Once my Exchange Account is created what else do I need to do?**
   a. You will need to forward your mail to your Exchange account. To do this log back into [https://itaccounts.iu.edu](https://itaccounts.iu.edu) and select *Manage My Computing Accounts*.
      i. Once on the *Manage My Computing Accounts* page select *Manage Your E-mail:* and then click on *Forward Your E-mail*.
      ii. From this page scroll down to the *Forward your IU email:* section. Select the dial next to *Set delivery for this address to user’s UITS mail account on:* and select *Exchange* from the drop down menu.
      iii. Scroll down to the *Forward Email* button and select it. Please note that this can take up to 8 hours to reflect on your IT Accounts page.

3) **Once my account is created and my mail forwarded, what steps do I need to take?**
   a. Once you’ve created your Exchange account and forwarded your mail to your Exchange account, please send an e-mail to musicits@indiana.edu. We can then help transfer your mail from Webmail to your Exchange mailbox.

4) **How can I check my e-mail?**
   a. There are several ways to check your e-mail:
      i. Go to [www.exchange.iu.edu](http://www.exchange.iu.edu) and log in with your IU username and passphrase. You can get to your e-mail from any computer by browsing to this webpage.
      ii. Set up Outlook (PC, Mac) or Mac Mail (Mac) to read your e-mail. Follow these KB articles: [Outlook PC](http://www.exchange.iu.edu) [Outlook Mac](http://www.exchange.iu.edu) [Mac Mail](http://www.exchange.iu.edu) to set up Mail on your computer. Follow the instructions for Exchange accounts. For help or questions contact musicits@indiana.edu.