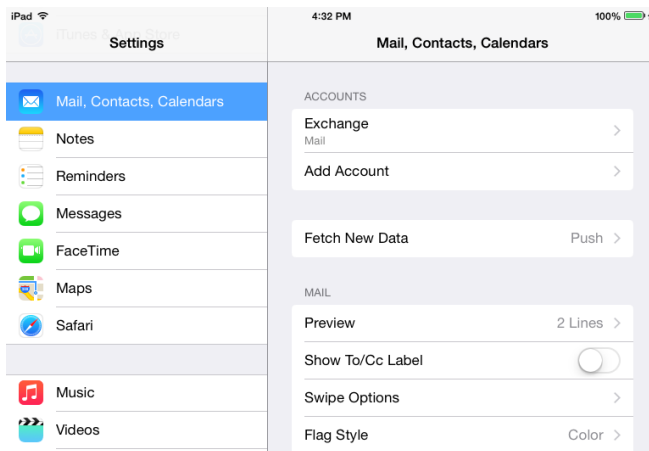


Set Up Your Student Email On Your iPad Using Exchange

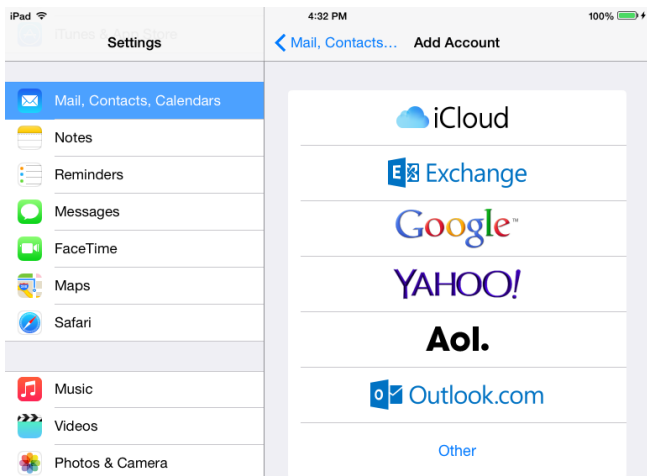
SET UP YOUR STUDENT EMAIL ON YOUR IPAD USING EXCHANGE

As an SU student, you can use Exchange ActiveSync to check your SU email on your iPad using the built-in Mail app.

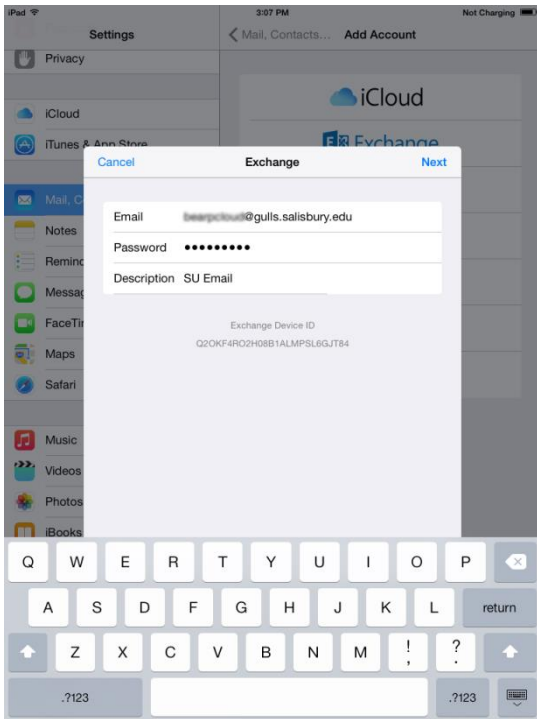
To begin, first open your **Settings** app and choose **Mail, Contacts, and Calendars** from the left hand menu. Then tap **Add Account**.



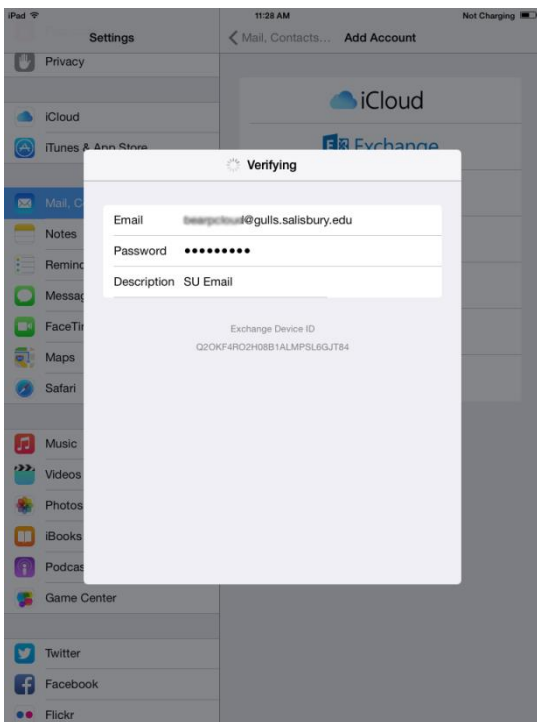
Tap **Microsoft Exchange**.



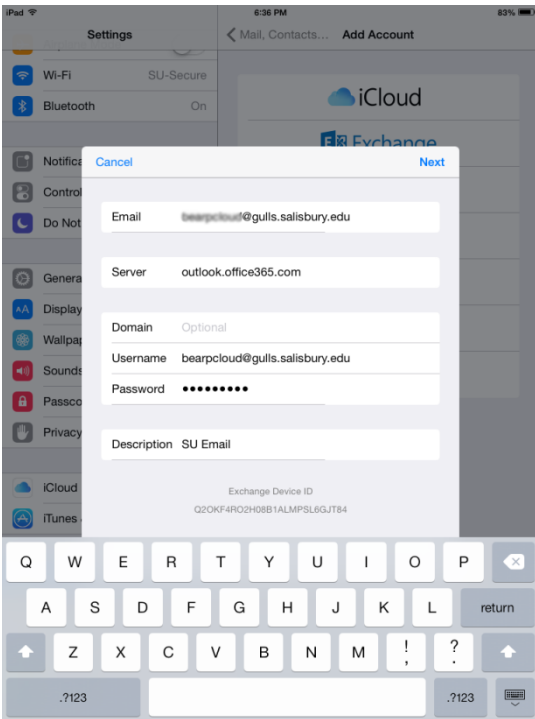
Enter **your full email address** in the Email section and **your full email address** as your Username. For Password, enter your email password. You may also want to give it a more descriptive name (such as SU email) in the Description field. Tap **Next** to continue.



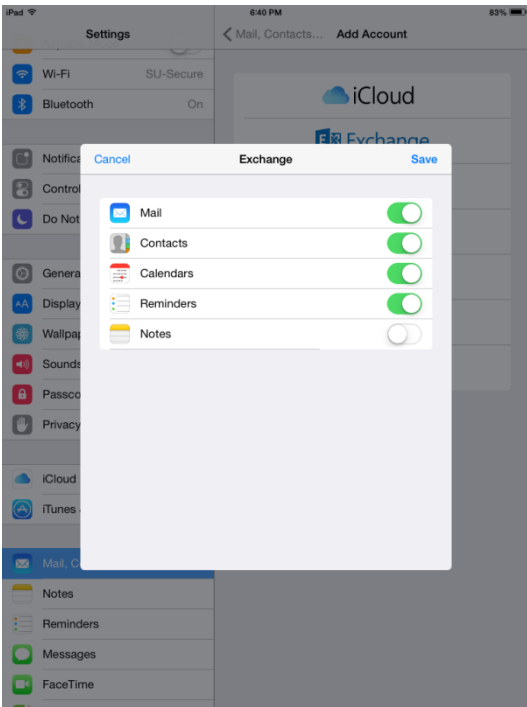
It may pause at a verifying screen for a short period.



The setup will require more information, and after it tries to verify it will pop up with new window, asking for a Server. It should automatically fill in the Server name, however, if it doesn't, use **outlook.office365.com**. Tap **Next**.

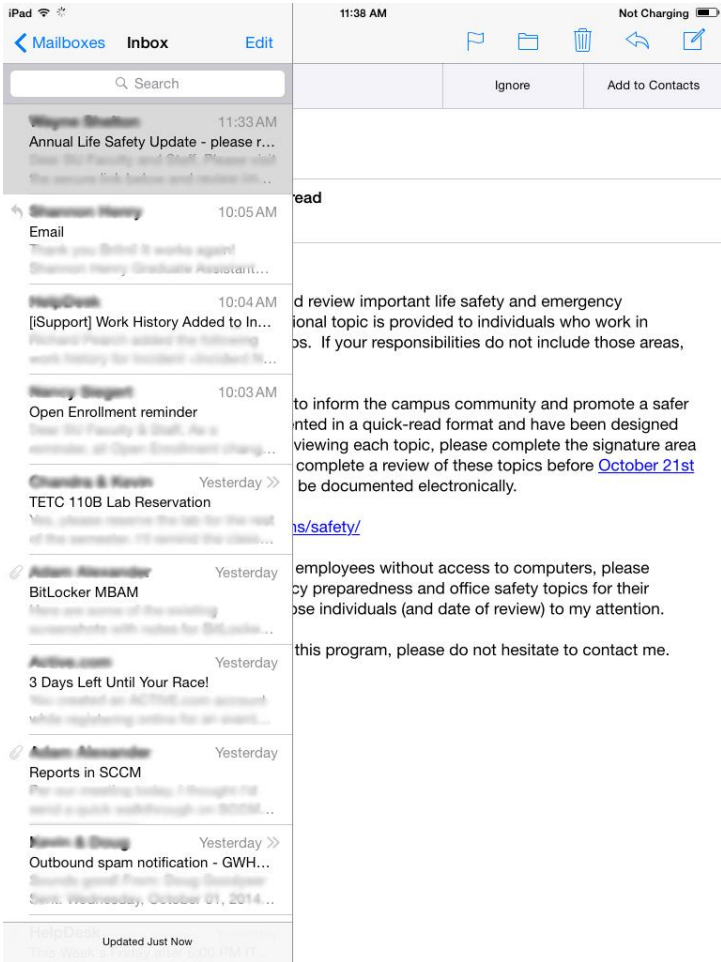


It will then bring up a new window, giving you the option to turn on or off Mail, Contacts and Calendars. Choose what you want to sync with your mail program, and then tap **Save**.

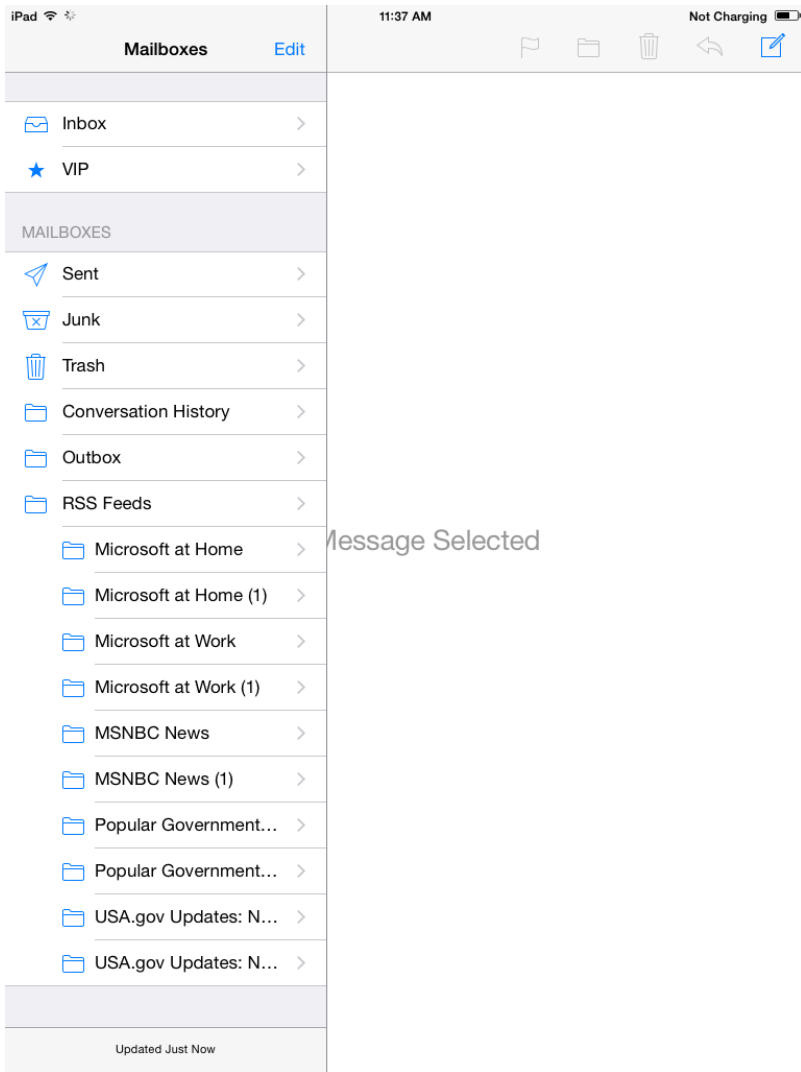


Once finished, you'll see a window similar to the one below, indicating that the sync has been configured. You can continue to make changes in the window below.

You can exit out of Settings now, and open up your Mail. After a short wait, it should begin to populate your mailbox. Clicking on **Inbox** will give you a drop down of all of your messages, as illustrated below.



Clicking on the **Mailbox** button in the Inbox drop-down will display your folders.



Note: In addition to your mail, the Mail settings can also Sync your Calendar and Contacts. You will need to open the Calendar and Contacts apps to view them. Also note that this is an Active Sync, meaning that when you make changes to your contacts, mail, or Calendar on your iPad, it instantly syncs it with your Active Directory account. Deleting a contact on your iPad, for example, will delete it from Outlook itself.

Also, note that if you choose to synchronize Contacts, it will only pull the contacts that you have in your Contacts list. It does not pull the AD (full campus) directory.

Lastly, remember that your password will expire every 180 days, and your device will not automatically update to the new password. You will have to change the passwords manually in your iPad.