

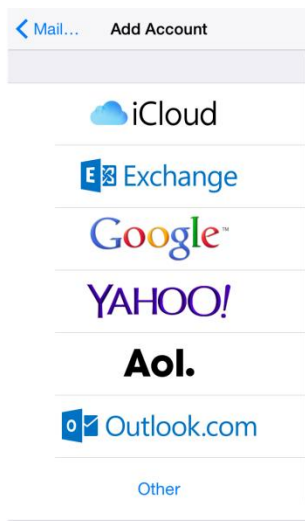
SET UP YOUR STUDENT EMAIL ON YOUR IPHONE USING EXCHANGE

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 menu. Then scroll down and select **Add Account**.




The "Add Account" window gives you various options to help you set up different types of mail. Tap **Exchange**.



Enter **your full email address** in the Email section and 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.

Cancel	Exchange	Next
Email	email@company.com	
Password	Required	
Description	My Exchange Account	





It may pause at a verifying screen for a short period, as shown below.

 Verifying		
Email	bearcloud@gulls.salisbury...	
Password	●●●●●●●●	
Description	SU Email	

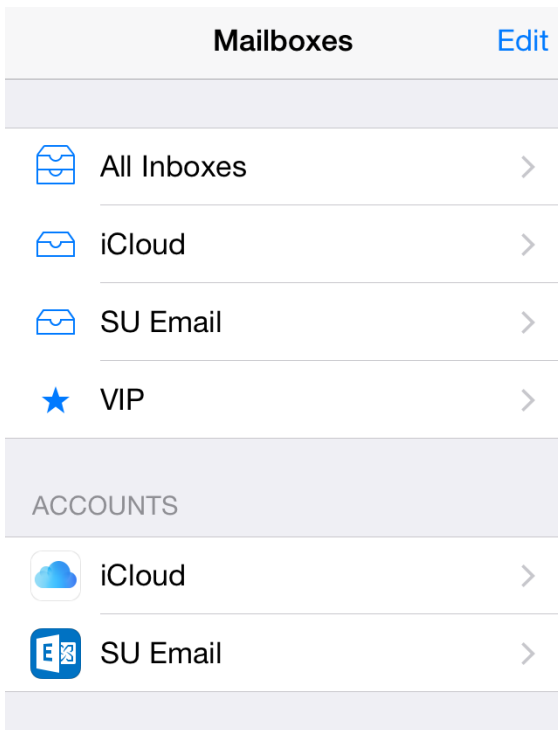
The setup may require more information. After it tries to verify it may pop up with new window, asking for the Server name. If it does, It should automatically fill in the Server name, however, if it doesn't, use **outlook.office365.com**. Tap **Next**.

Cancel	Next
Email	bearpcloud@gulls.salisbury...
Server	outlook.office365.com
Domain	Optional
Username	bearpcloud@gulls.salisbury...
Password	●●●●●●●●
Description	SU Email

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

Cancel	Exchange	Save
	Mail	<input checked="" type="checkbox"/>
	Contacts	<input checked="" type="checkbox"/>
	Calendars	<input checked="" type="checkbox"/>
	Reminders	<input checked="" type="checkbox"/>

You can exit out of Settings now, and open up your Mail. After a short wait, it should begin to populate your mailbox. Your mailbox should show in your list of mailboxes, as shown below.



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. (But it will not delete from the Global Address Book.)

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.