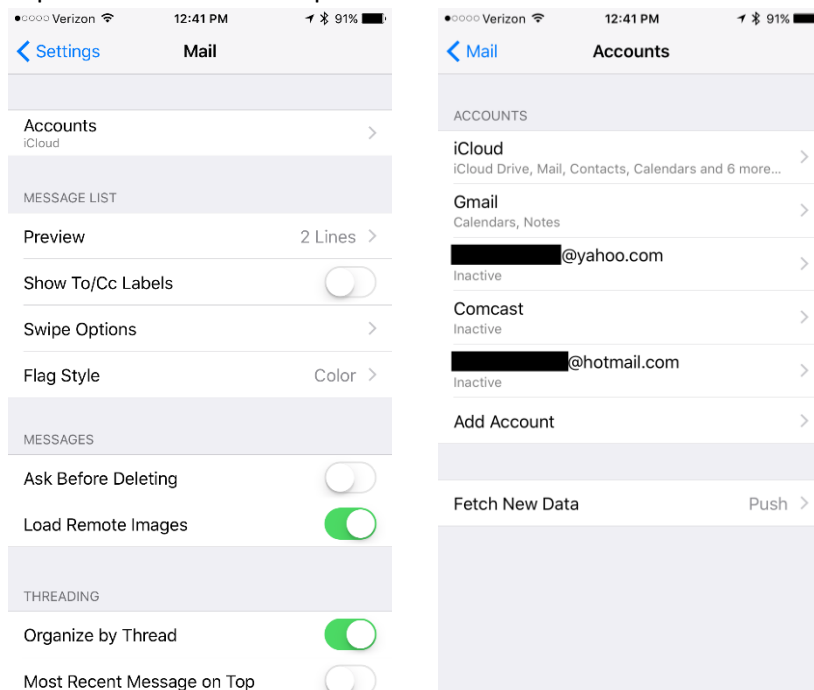


Setting up Email on iOS Devices (iPads and iPhones)

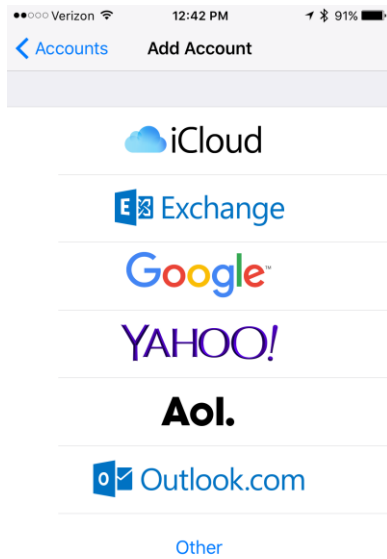
SU Students, Faculty and Staff can use the built-in Mail program available in all iPhones and iPads to check SU email as well as synchronize calendars and contacts using Microsoft Exchange. General instructions on how to set up your email on your iOS device are provided below. Please note that your individual instructions may vary slightly due to variations between various models of devices as well as changed in different versions of the iOS operating system. If you are unable to set up your email with these instructions, please visit the IT Help Desk in AC 145 for assistance.

To begin, first open your Settings app and tap **Mail**. Your version may have this named **Mail, Contacts, and Calendars** or something similar.

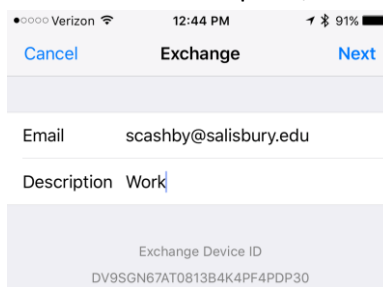
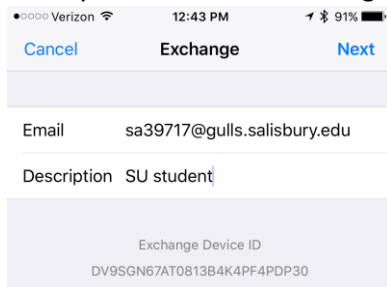
- Tap **Accounts** and then tap **Add Account**.



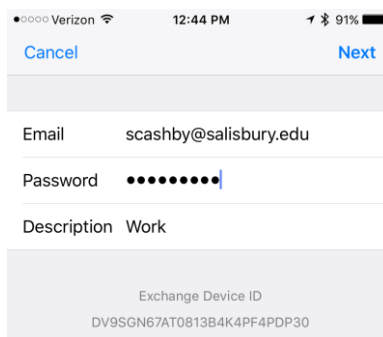
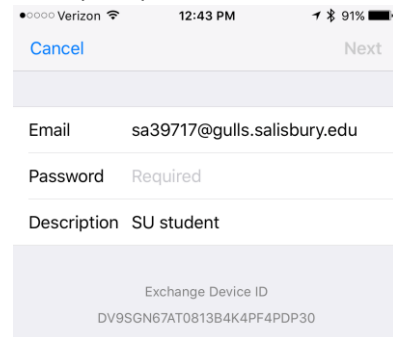
- Tap **Exchange**.



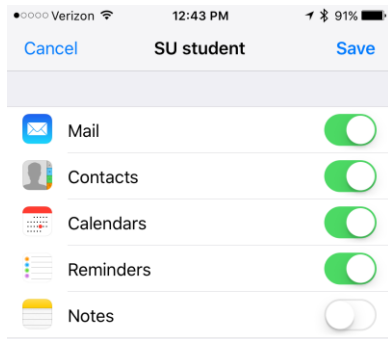
- Enter your email address and give the account a description, then tap **Next**.



- Enter your password and then tap **Next**.



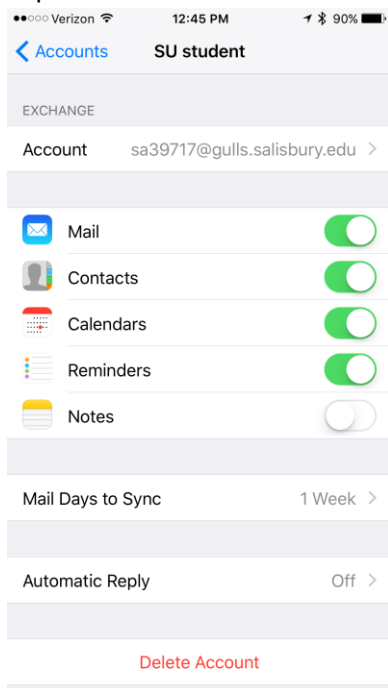
- Once added, you'll have a screen where you can toggle synchronization options for **Mail, Contacts, Calendars, Reminders** and **Notes**. Tap **Save**.



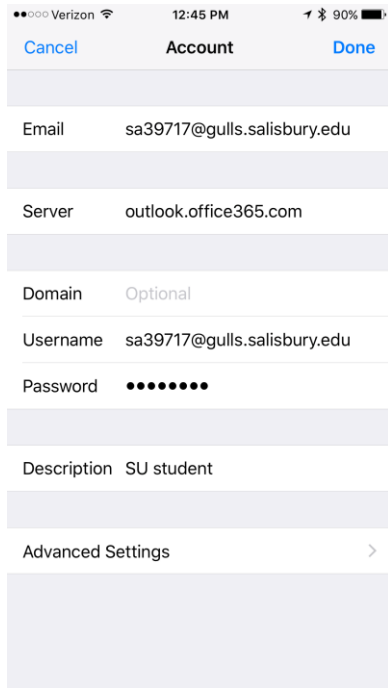
Note: When your password expires or changes, you will need to change your password in the Mail app on your device. Failure to do so will result in your SU account becoming locked until the password is changed in the app.

To change the password in your Mail app, open your Settings app and tap **Mail**. Your version may have this named **Mail, Contacts, and Calendars** or something similar.

- Tap **Account**, and then tap the name you gave the account in the setup, above.
- Tap **Account**.



- Type the new password in the **Password** field, then tap **Done**.



If the password fails to update on the account, you can also choose to **Delete** the account and then add it again using the steps above.