Before starting your e-mail setup on your iPhone, please connect it to the Wi-Fi on campus.

If you already have your umb.edu e-mail on your device, delete that profile from your phone and start with fresh account settings. Refer to the last page of this document for removal instructions.

Go to **Settings**.

Go to **Mail**.

Go to **Add Account**.

Select **Microsoft Exchange**.

Enter your e-mail and **password**. In **Description** you create the name: UMB, Exchange, Work, etc.
As long as you are connected to campus Wi-Fi and your credentials have been entered correctly, your account will verify successfully at this stage and you can choose the items you’d like to sync. If you are unsuccessful at this stage, ensure you are using your full e-mail address, correct password, and are connected to the campus Wi-Fi. Attempt a manual setup if you are experiencing difficulty or if you are off campus.

Your new account (named Exchange in this example) will be listed and you can return to settings or your home screen. From the Home Screen, select Mail, then your new account.
It will take a minute or two for the newly added account to access the server. You will see Checking for Mail across the bottom of the screen. As new mail is found, it will begin to appear in your Inbox.

If you would like to customize or remove the account, go to Settings, Mail, and then your specified account. You can change the items you wish to sync and how many days of e-mail, calendar events, and reminders to grab from the server. If you’d like to delete this account, scroll down and click Delete.