Auto-Configuration On-Campus iPhone/iPad/iPod Touch Setup Instructions - Updated: October 24, 2012

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.



Select Microsoft Exchange.

Go to Mail.



Go to Add Account.



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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**.

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Email test.hd1@umb.edu Password Description Exchange	Mail ON Contacts ON Calendars OFF Reminders ON	Mail Contacts Contact	Mail ON Contacts ON Contacts OFF

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.

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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**.

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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**.

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Exchange	Account test.hd1@umb.edu >
Account test.hd1@umb.edu >	🔄 Mail 🛛 🔿
	Contacts
L Contacts	Calendars OFF
Calendars OFF	Reminders
Reminders	Mail Days to Sync 3 Days >
Mail Days to Sync 3 Days >	Mail Folders to Push Inbox >
Mail Folders to Push Inbox >	Delete Account