

## Set up email on your iPhone or iPad

Your phone must be connected to the internet. Different versions of iOS may vary slightly but the layout will be the same.

iPad		16:01	56% 🔳
	Settings	General	
	Q. Settings		
		About	>
≁	Airplane Mode	Software Update	>
<b>?</b>	Wi-Fi Not Connected		
*	Bluetooth Off	Spotlight Search	>
	Notifications	Accessibility	>
8	Control Centre		
C	Do Not Disturb	Gestures	
		Use four or five fingers to: • Pinch to the Home Screen • Swine up to the App Switcher	
Ø	General	Swipe left or right between apps	
AA	Display & Brightness	USE SIDE SWITCH TO:	
	Wallpaper	Lock Rotation	
	Sounds	Mute	~
	Basaada	Rotation Lock is available in Control Centre.	
	Passcode	Storage & iCloud Usage	>
	Battery	Background App Refresh	>
U	Privacy		
	iCloud	Auto-Lock	5 Minutes >
	alison.rogers@strath.ac.uk	Restrictions	Off >
A	iTunes & App Store	Lock / Unlock	
6		Automatically lock and unlock your iPad when	you close and
Ľ	Mail, Contacts, Calendars	open me reau cover.	
	klataa 🔀		



- 1. Select Settings.
- 2. Select the Mail, Contacts, Calendars tab.

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3. Select Add Account.



4. Select Exchange.

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Cancel	Exchange
Email	email@company.com
Password	Required
Description	My Exchange Account
	Elchange Device ID D80H8HG9\56P1DFTSQ12V8VP8C

5. In the pop-up box that appears, enter your email address and password, then select Next.

Cancel	(	Next
Email	jane.bloggs.2016@uni.strath.ac.uk	
Server	Optional	
Domain	Optional	
Username	Required	
Password	••••••	
Description	Exchange	
	Exchange Device ID D80H8HG9N56P1DFTSQ12V8VP8C	

6. If your email address has @uni in it, you will see this additional screen.

Where it says Server, enter outlook.office365.com.

Where is says Username, enter your email address.

Select Next.

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Can	cel	Exchange	Save	
	Mail			
	Contacts			$\backslash$
	Calendars			
	Reminders			
	Notes			
				1

7. Ensure that you have selected your preferred options and select Save.

Your email will now start to synchronise with your device. Please allow time for this to happen.

Was this information helpful?

**CONTACT US** 

Email: help@strath.ac.uk Call: 0141 548 4444

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