Setting up Email on an iPhone

1. On the home screen, go to Settings.
2. On the **Settings** screen, tap the option for **Mail, Contacts, Calendars**.
3. On the next screen, tap **Add Account**...
4. You will see a list of account types. Tap **Exchange**.
5. On the next screen you’ll be prompted for some information.
   Email: your full e-mail address (i.e. username@uno.edu)
   Domain: (leave blank)
   Username: your full e-mail address (i.e. username@uno.edu)
   Password: your password
   Description: Give the account a name that you will recognize.

   Tap **Next** once you are finished.
6. You will be prompted to enter the Server. Put in cas.uno.edu. Tap Next once you are finished.

   Email             username    @uno.edu
   Server            cas.uno.edu
   Domain            Optional
   Username          username    @uno.edu
   Password
   Description       Work
Your account information will then be verified and you will have the option to sync your account. By default, only mail will be synced. Please note that syncing your e-mail contacts with your phone may replace all current contacts you have on the phone. Once you decide what you would like to sync, tap Done and your account will be ready for use.

If you encounter any trouble, feel free to contact the Help Desk at (504) 280-4357 or by email at helpdesk@uno.edu. You may also stop by the Help Desk, located in the UCC Room 101.