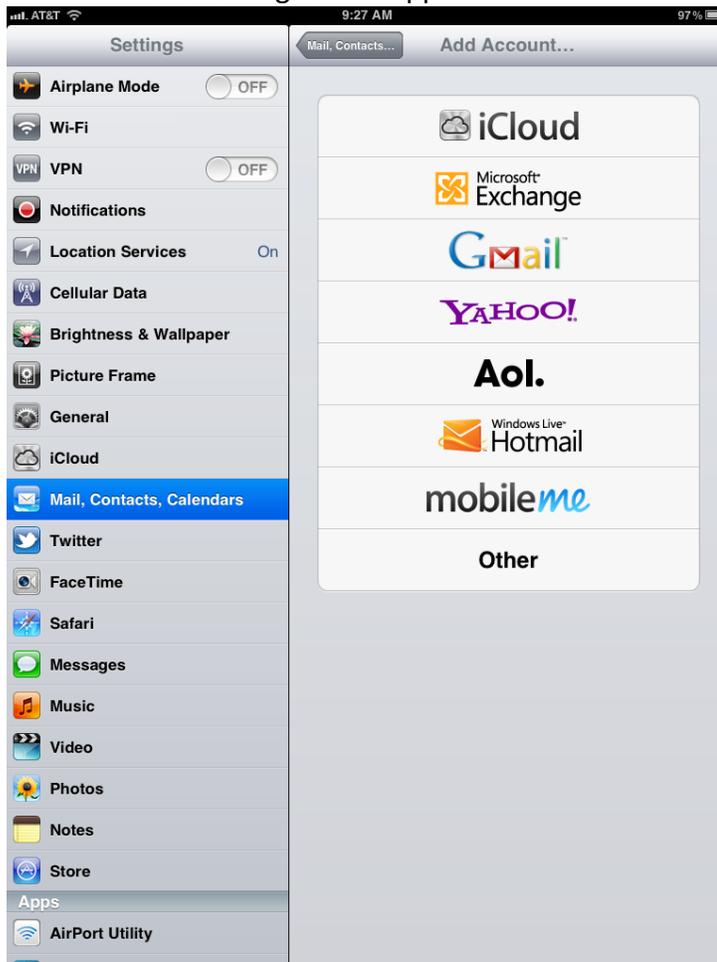


Setting up Email on an iPad

Note: These instructions apply to the iPad running iOS 5 or later. If you are not sure which version of iOS you are running, connect your iPad to iTunes, select your iPad from the Device list on the left, and click **Check for Update**. Please install all available updates.

1. On the iPad, go to **Home > Settings > Mail, Contacts, Calendars > Add Account**.

Result: The following screen appears.



2. Select **Microsoft Exchange**.

Result: The Exchange configuration screen comes up.

3. On the Exchange screen, enter the following information (tap the field on the screen to activate the keyboard):

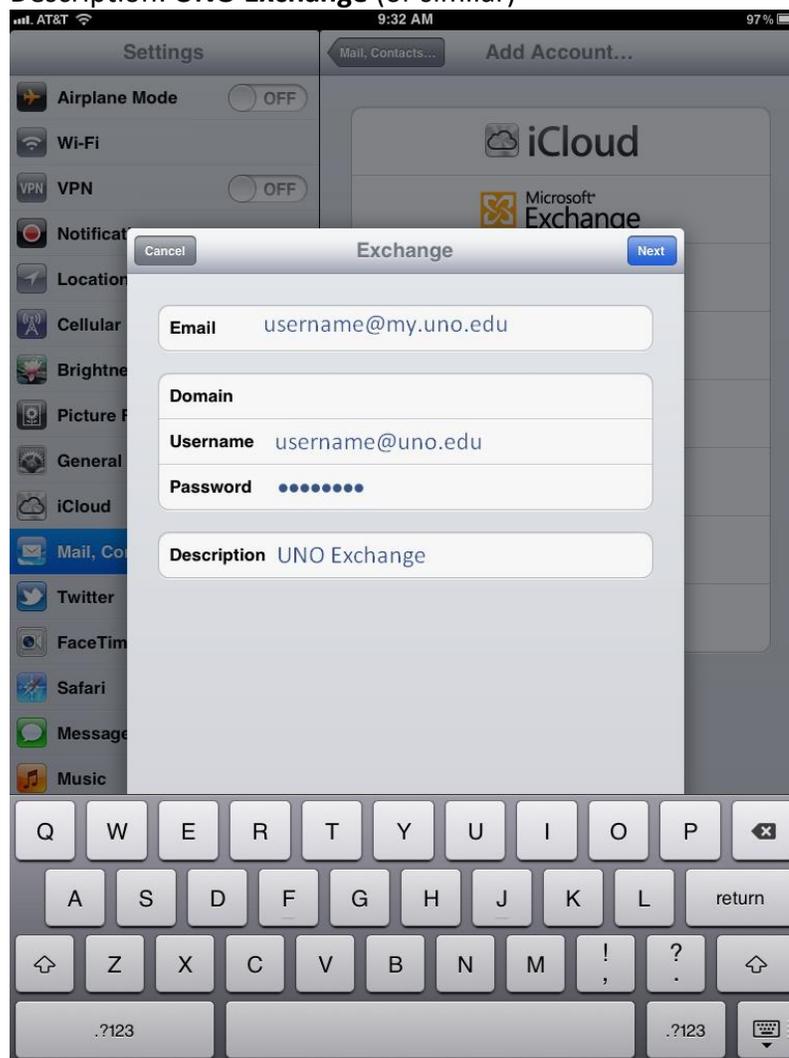
Email: **username@my.uno.edu**, where username is your UNO email username.

Domain: (BLANK)

Username: **username@uno.edu**, your uno username with @ suffix

Password: your UNO password

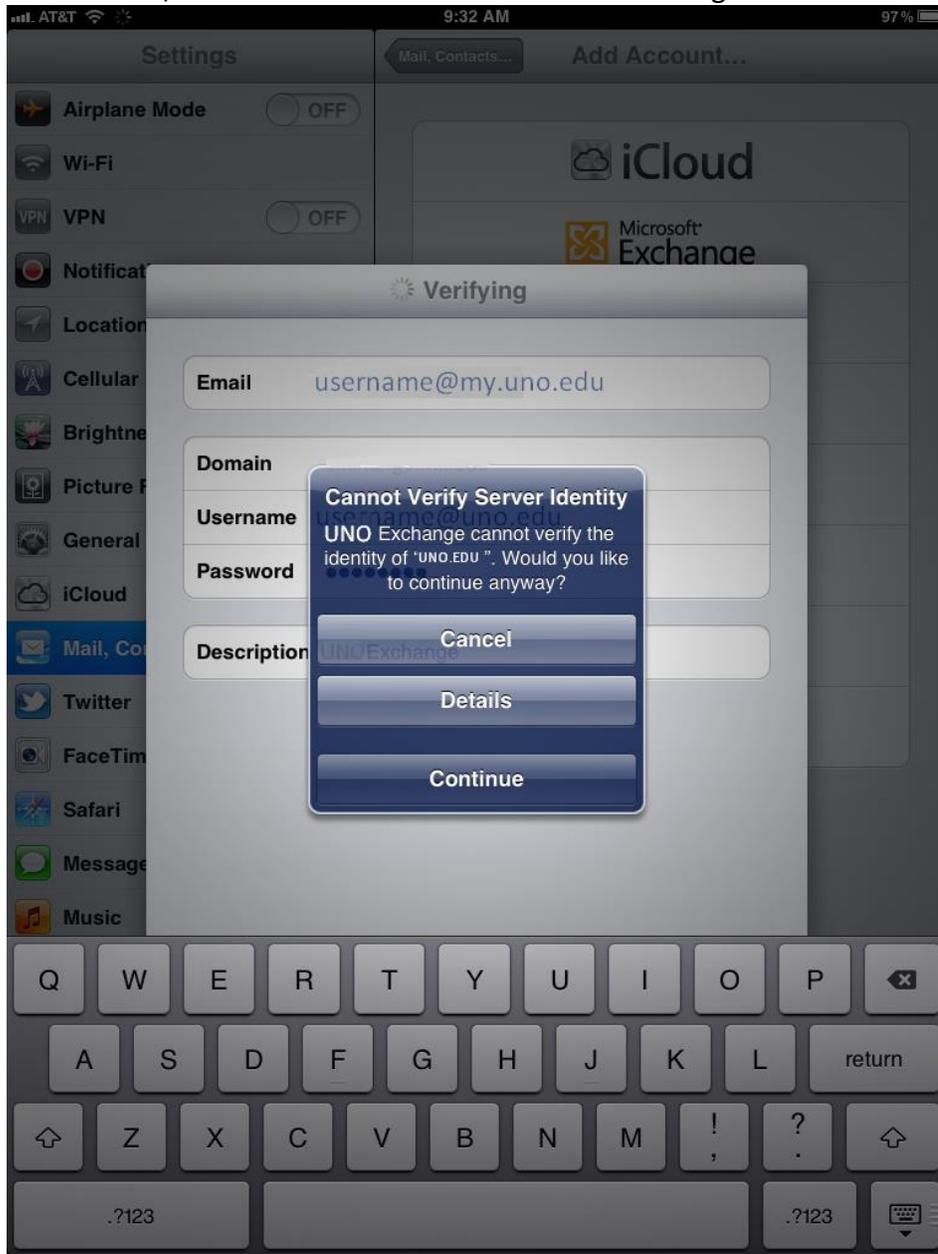
Description: **UNO Exchange** (or similar)



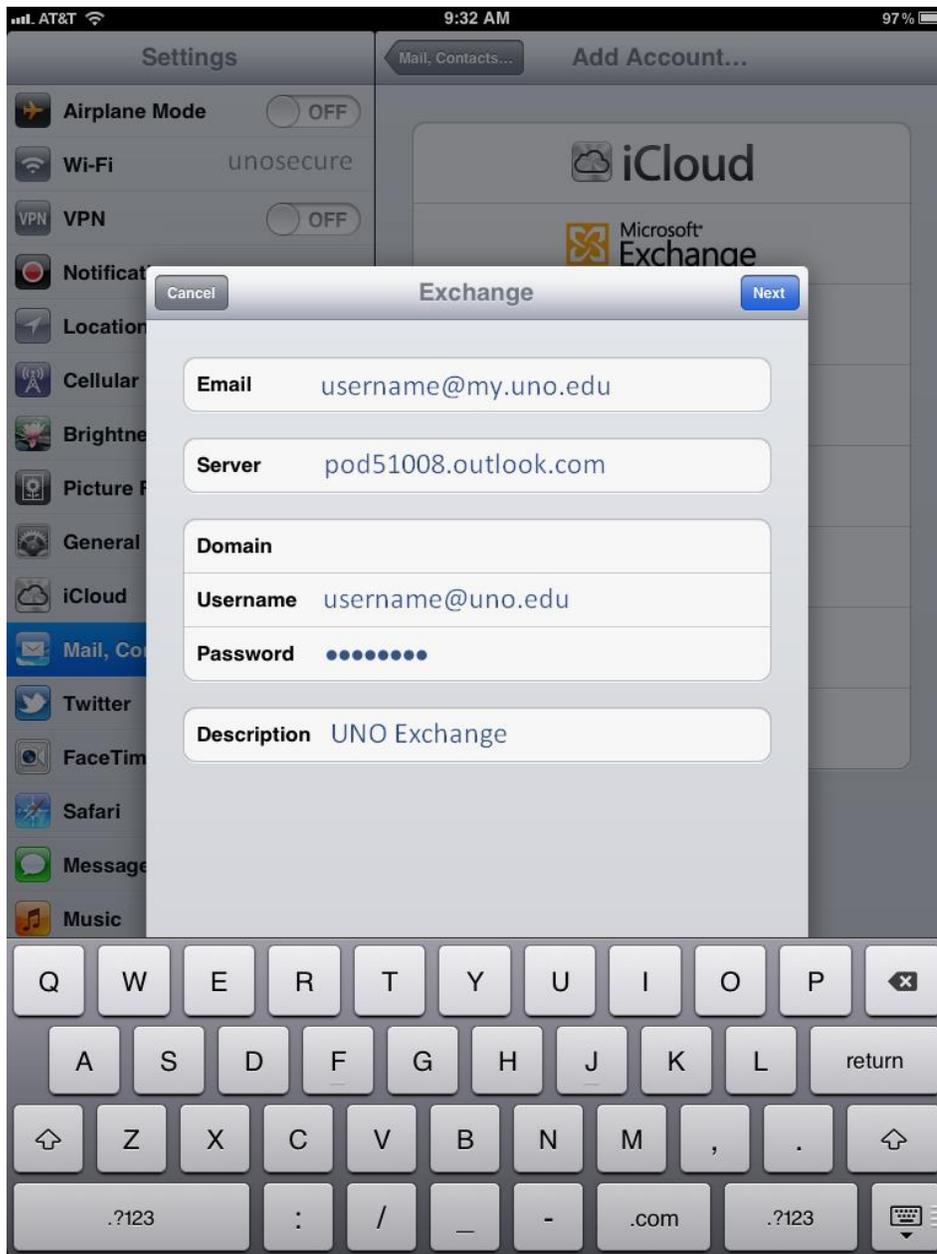
4. Press **Next**.

Note: If the "Unable to Verify Server Identity" message appears, tap **Continue**. This is a standard certificate verification response.

Result: The screen should look similar to the following.

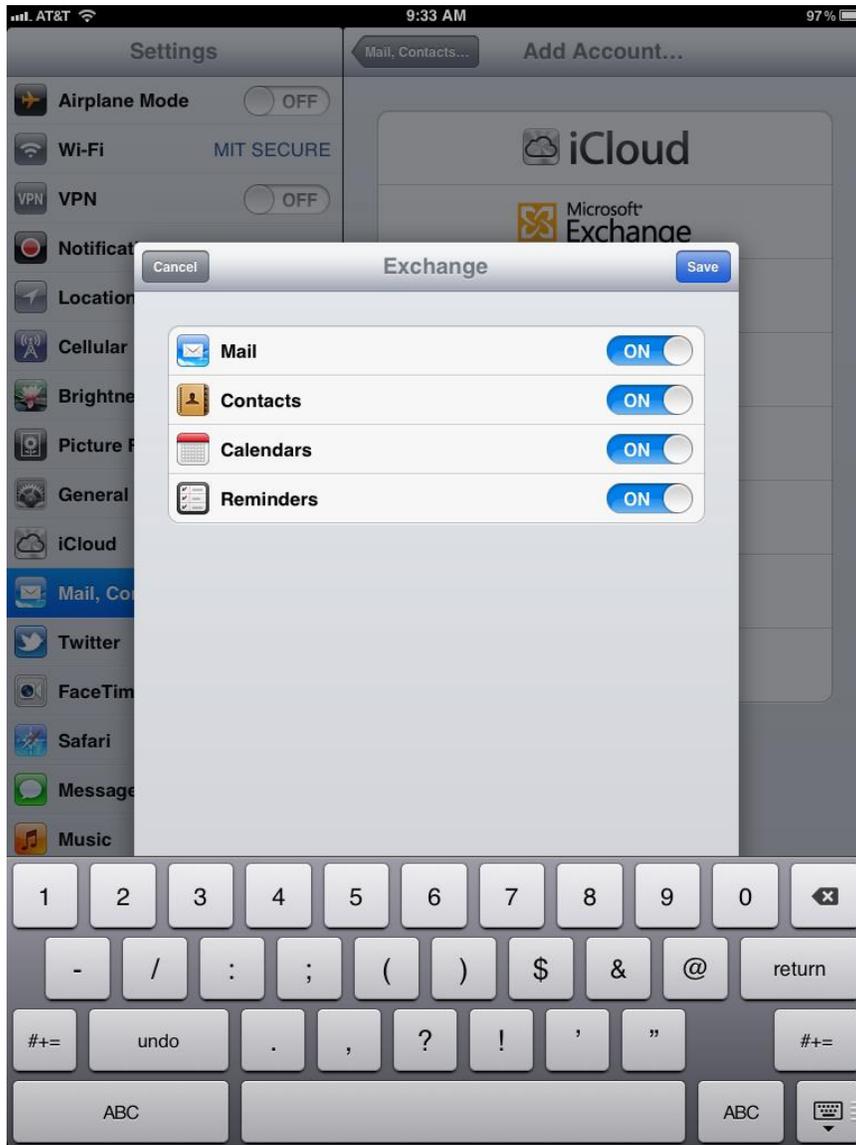


5. On the subsequent screen, for **Server** enter **pod51008.outlook.com**.



6. Press **Next**.

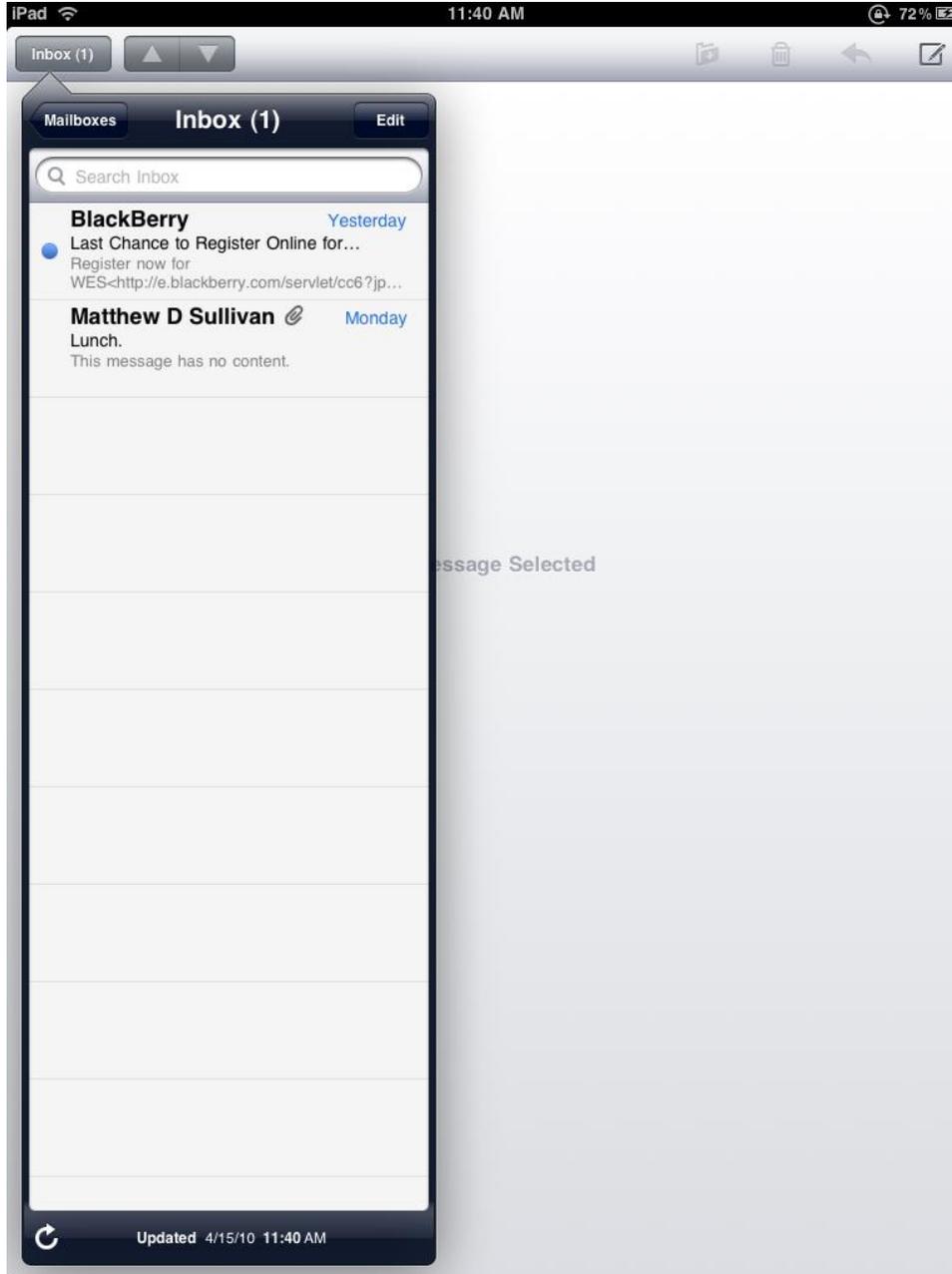
Result: The following screen should appear, with Mail, Contacts, and Calendars set to **ON**. You may adjust settings to your liking.



7. Press **Save**.

Result: The setup is complete.

8. To check your email, press the home button to go to the home screen, then select **Mail**.



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.