

## 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.

 On the iPad, go to Home > Settings > Mail, Contacts, Calendars > Add Account. Result: The following screen appears.



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## 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

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Description: UNO Exchange (or similar)

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## 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.



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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.

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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 <u>helpdesk@uno.edu</u>. You may also stop by the Help Desk, located in the UCC Room 101.

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