

Email: Mail App on iOS

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Introduction

This guide will show how to set up your SCSU email account on an iOS device via the native, Apple Mail app.

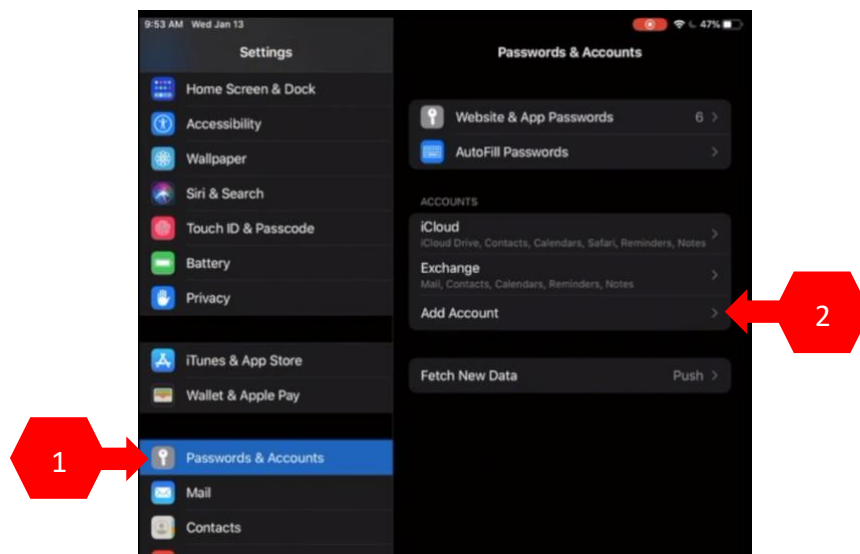
Setting up account

Device with other mail accounts previously set up

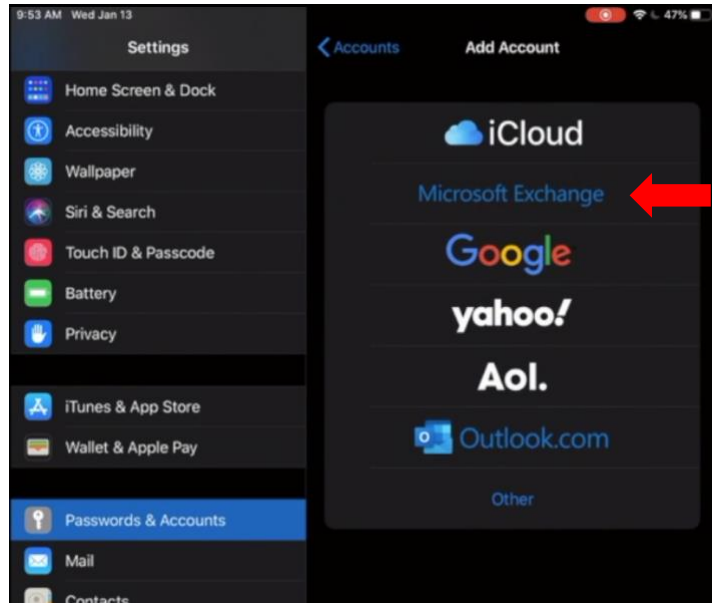
1. Open the Settings app.



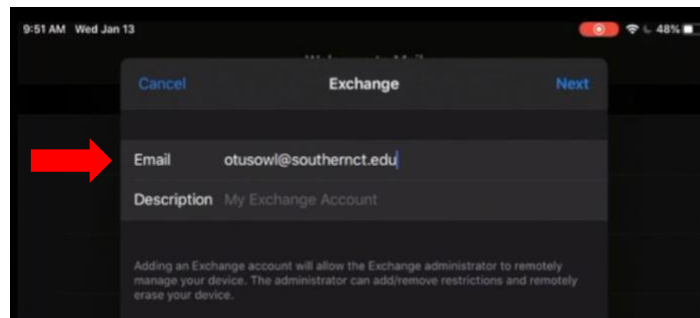
2. Select “Passwords & Accounts”, then “Add Account”.



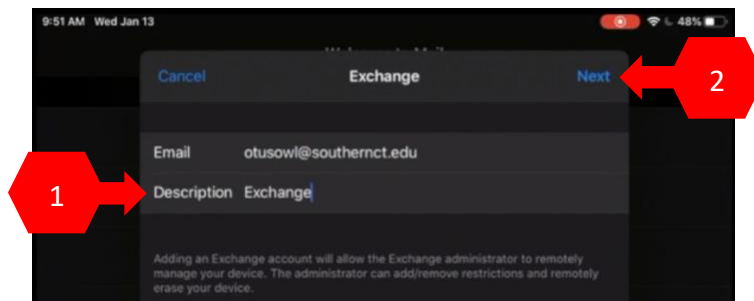
3. Select "Microsoft Exchange".



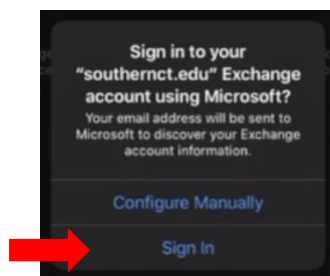
4. Enter your full SCSU email address.



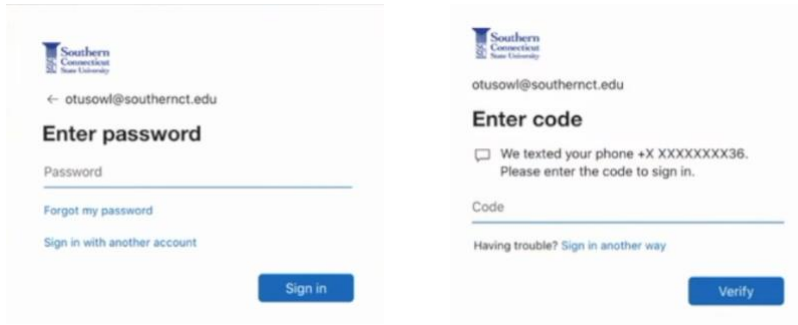
5. "Description" will default to "Exchange". This will be the title of the mailbox, which may be changed if you wish. Select "Next" when finished.



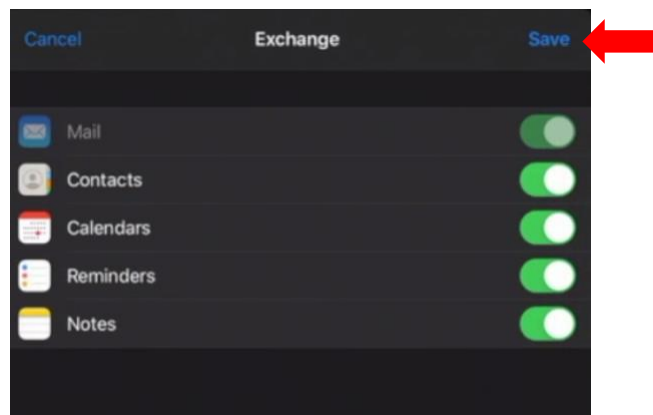
6. Select "Sign in".



7. Enter your password and authenticate your account.



8. Select which iOS features to sync with your mailbox, then “Save”.



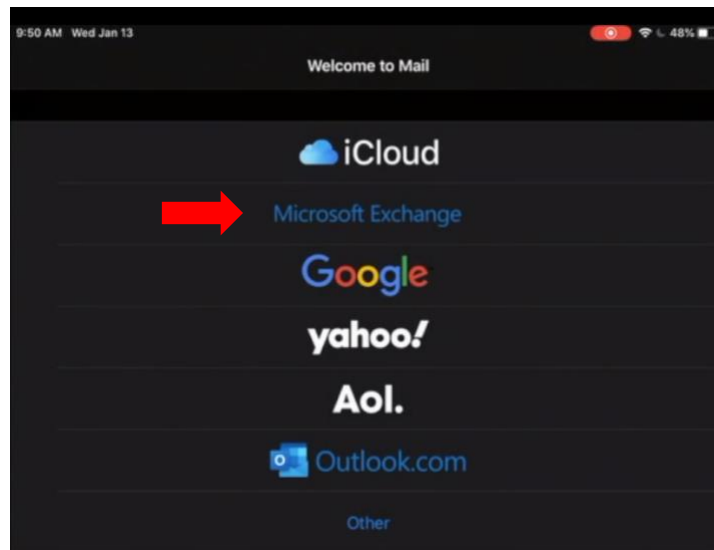
9. Your mailbox will then begin to sync.

Device with no other mail accounts previously set up

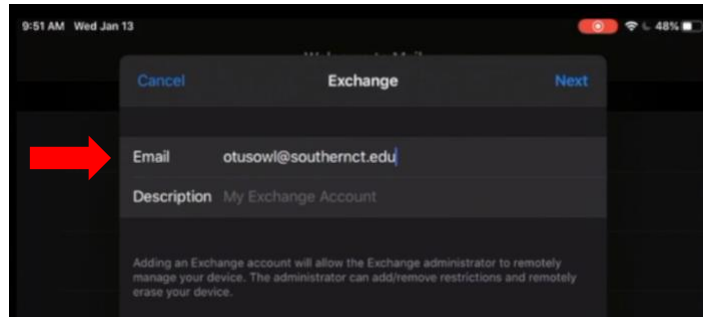
1. Open the Mail app.



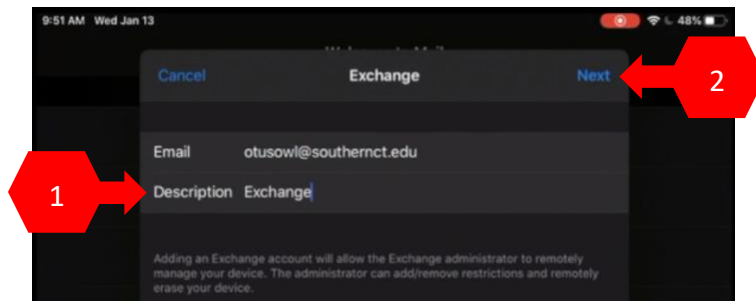
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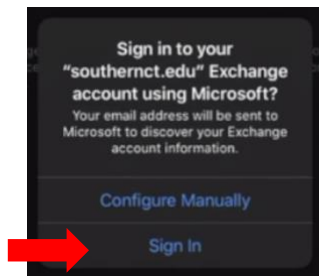
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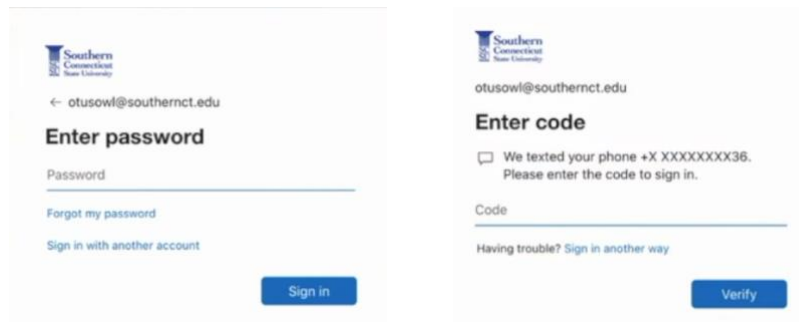
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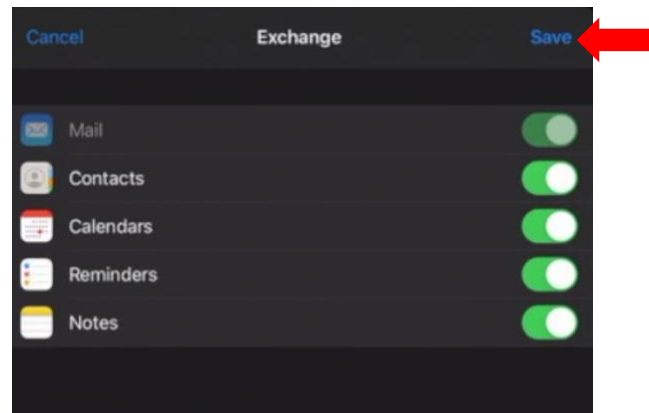
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7. Select which iOS features to sync with your mailbox, then "Save".



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