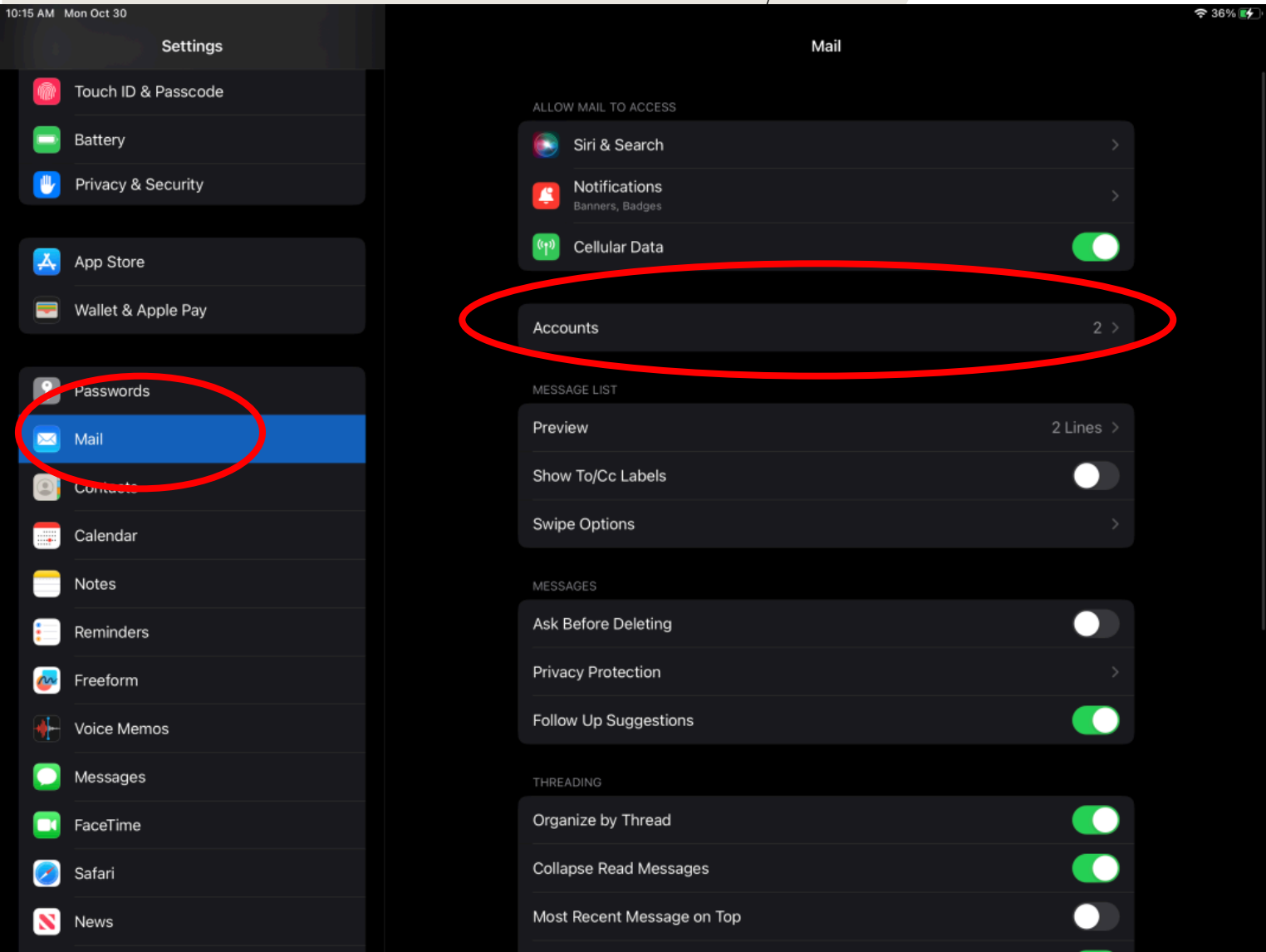


HOW TO:

CONFIGURE AN IPAD FOR EMAIL

1) First go to the home screen and tap on SETTINGS

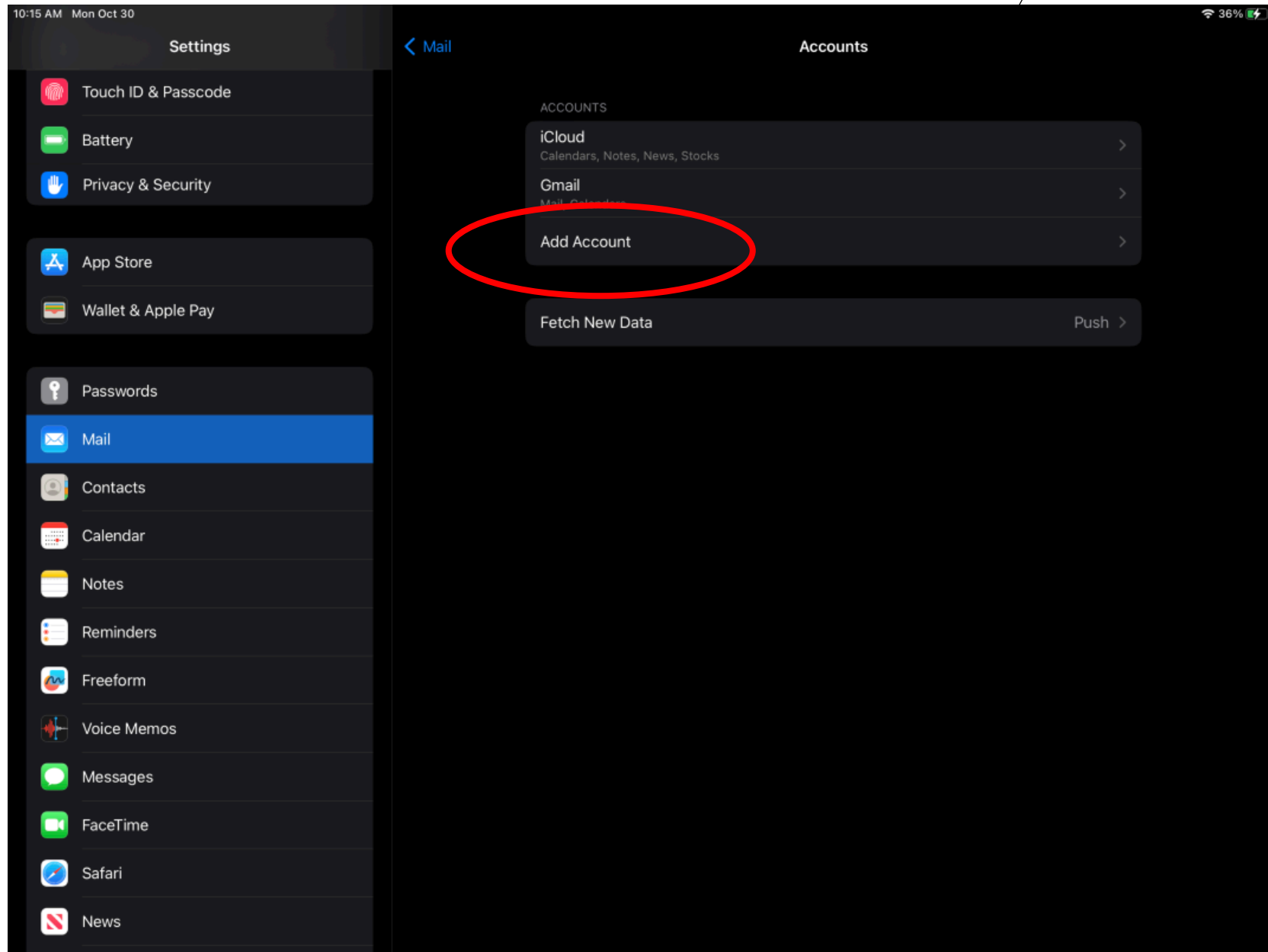


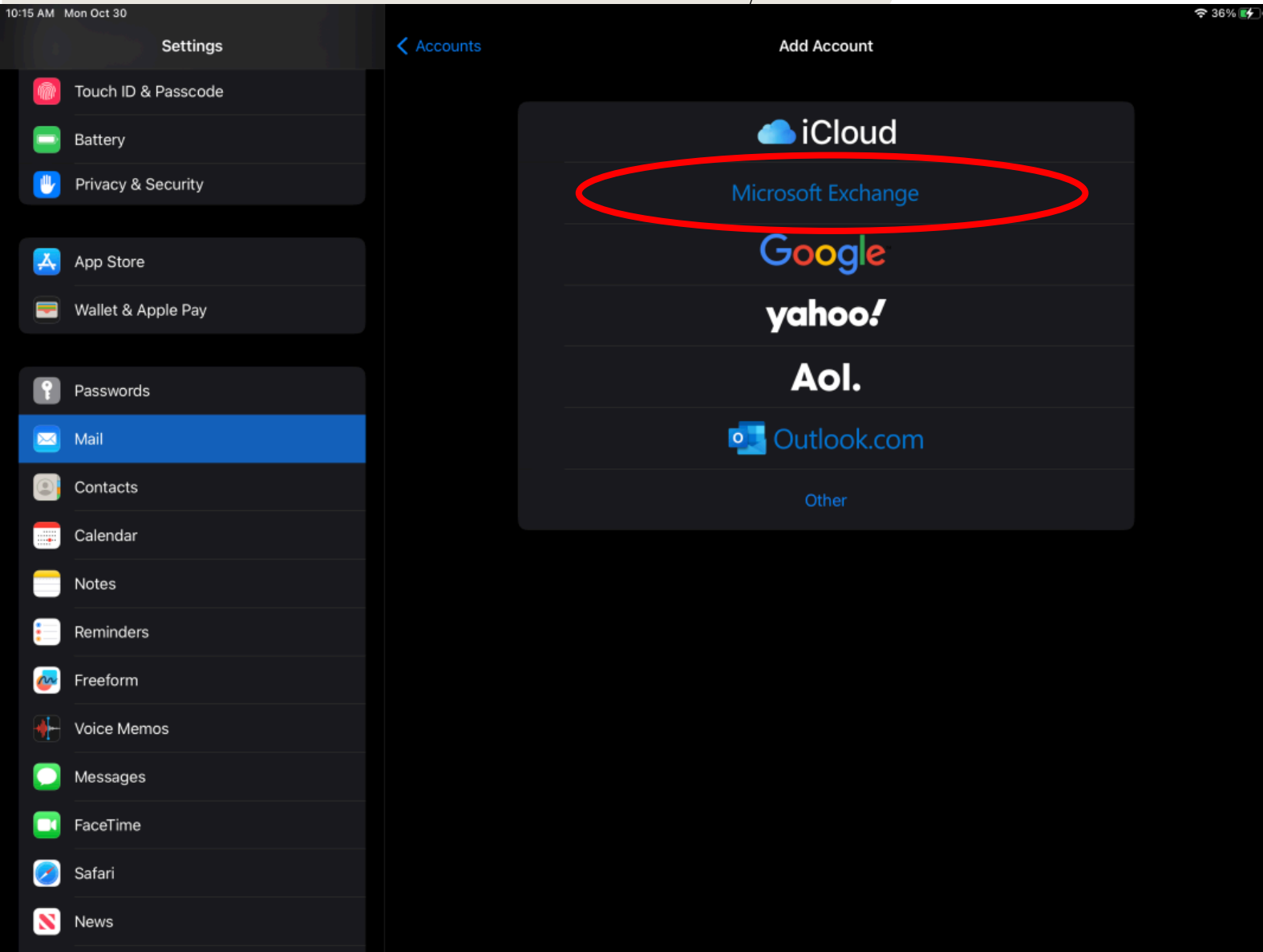


2. Then tap on Mail, Contacts, Calendars

3. Then tap ACCOUNTS

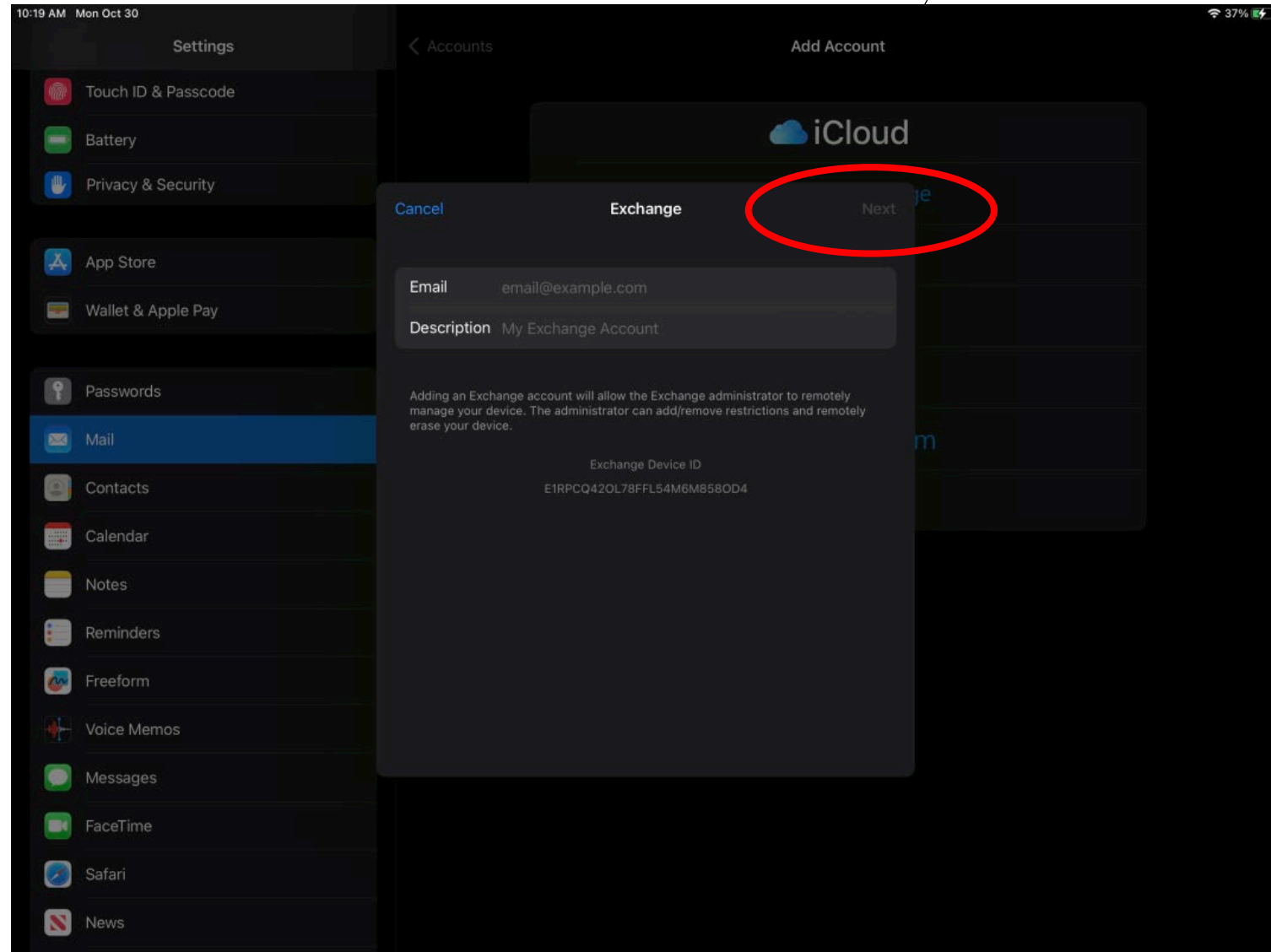
4. Then tap ADD ACCOUNT

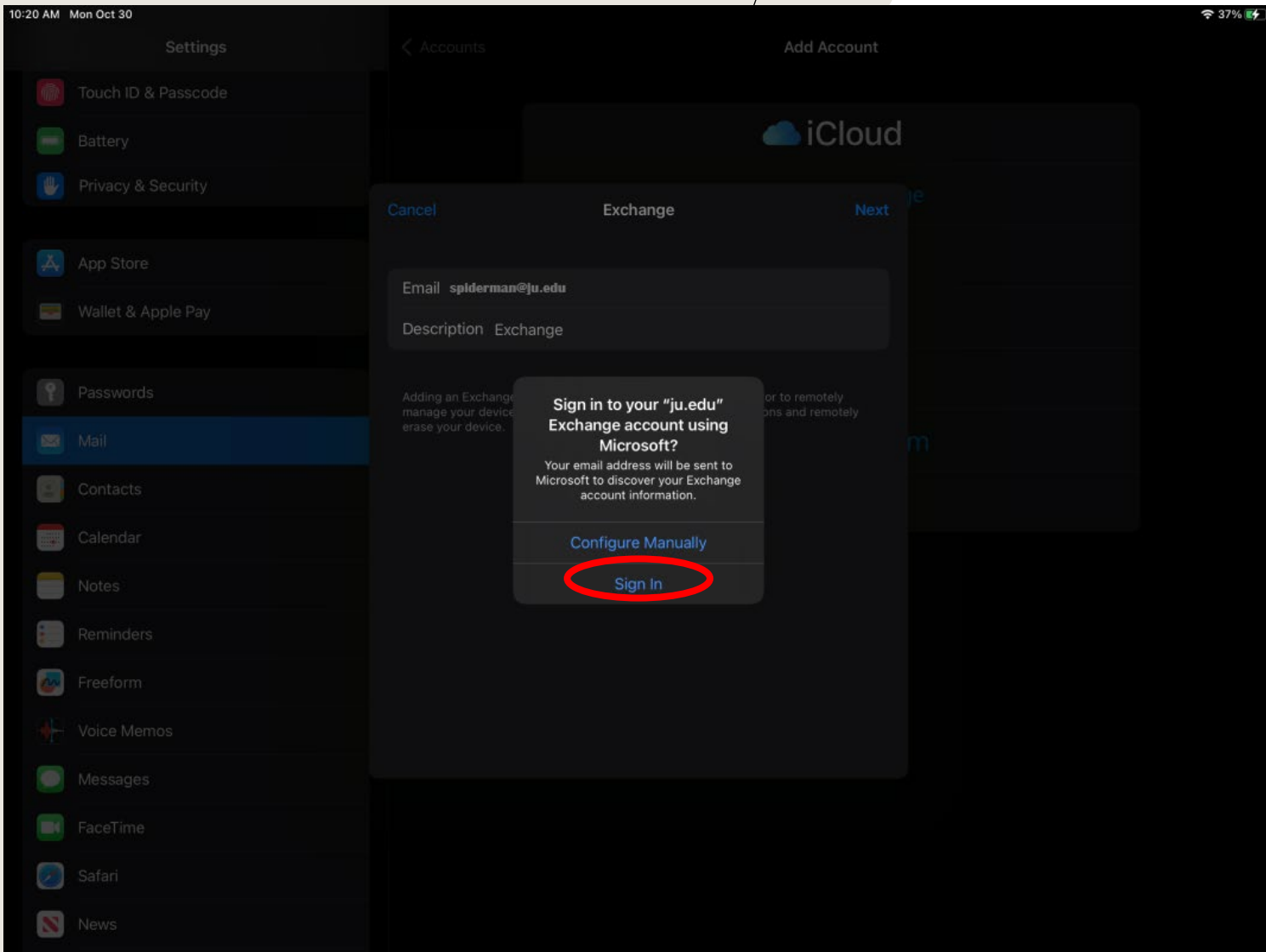




5. Then tap Microsoft Exchange

6) Once in this window, you will add your faculty/student email address into the email section. Description can be whatever you please. Press “next” once filled in.





7) Once your information is put in select "sign in"

8. You will then be prompted with your portal log in screen. Sign in as normal

8) After signing in and accepting the permissions, you will be shown that your account has been set up and that you can change the settings as you please. Then press “save”

If you have difficulty with the above steps, please contact the IT Help Desk at (904) 256-7200. They will be able to get you in contact with a technician or student worker that will be able to assist you in configuring the phone.

