Manual Configuration or Off-Campus Setup Instructions for iPhone/iPad/iPod Touch

Last updated: October 24, 2012

Before starting your e-mail setup on your mobile device, **you will need to know your new server**. You can find this information by following the steps **here**:
http://www.umb.edu/it/getting_services/email/office365/how_to_determine_your_exchange_server_address

If you **already** have your **umb.edu** e-mail on your device, **delete** that profile from your phone and **start with fresh account settings**. Refer to the **last page** of this document for **removal instructions**.

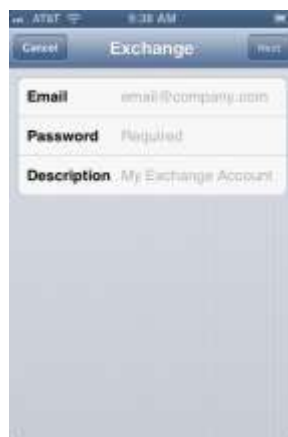Go to **Settings**.   Go to **Mail**.   Go to **Add Account**.


Select **Microsoft Exchange**.

Enter your **e-mail** and **password**. In **Description** you create the name: UMB, Exchange, Work, etc.

Because you are **not connected** to campus Wi-Fi and/or are **not on campus**, the account will **attempt to verify** and then ask you to **enter more information**, including your **server**. If you have not already gotten this information, go **here** and follow the steps:
http://www.umb.edu/it/getting_services/email/office365/how_to_determine_your_exchange_server_address
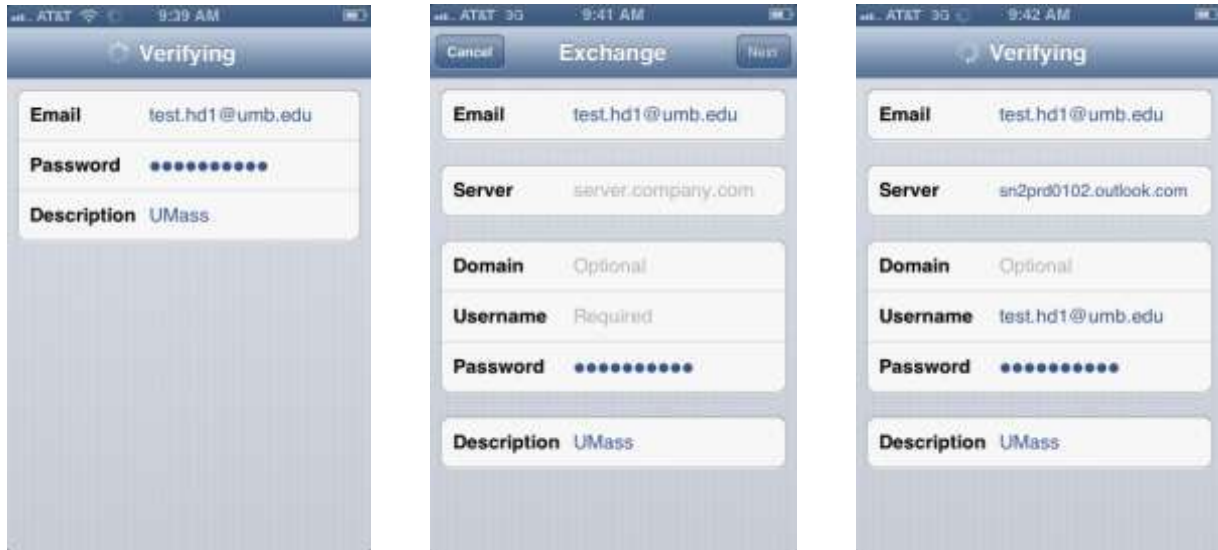
Enter your **server** information next to **Server**. You no longer need to enter a **Domain**: **leave this blank**. Your **username is now your full e-mail address**. Make sure all of the information is entered like the image above on the **far right**. In this example the server is sn2prd0102.outlook.com, but **this might not be the server you are on**! Make sure you have entered your **password** correctly and press **Next**.


Your account will now be able to verify successfully at this stage and you can choose the items you'd like to sync.

Your new account (named **UMass** in this example) will be listed and you can **return** to **settings** or your **home screen**. From the **Home Screen**, select **Mail,** then your new account. If you have no other accounts listed, selecting **Mail** will direct you to your **inbox** (far right image).

It will take a **minute or two** for the newly added account to access the server. You will see **Checking for Mail** and/or **Connecting…** across the bottom of the screen. **As new mail is found, it will begin to appear in your Inbox**.
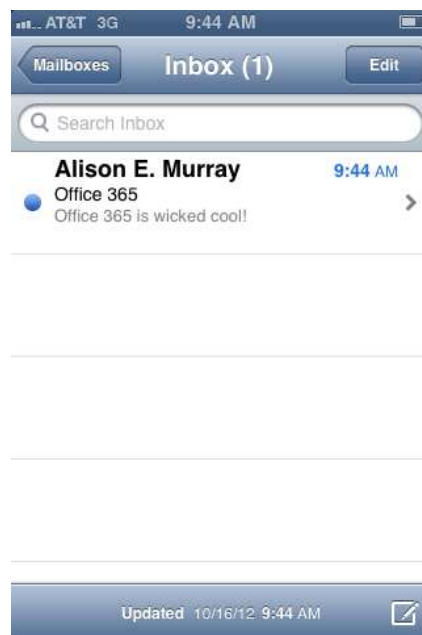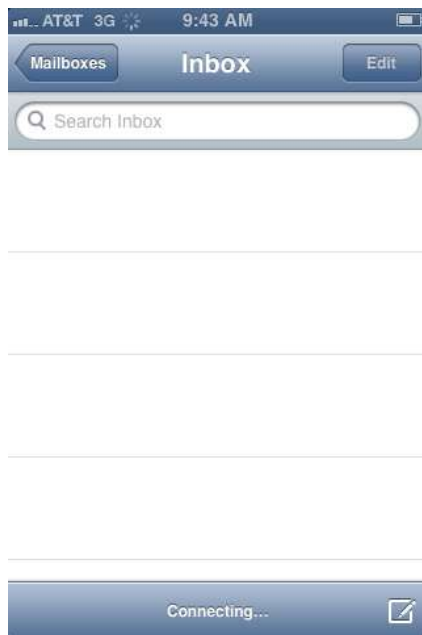
If you would like to **customize** or **remove** the account, go to **Settings**, **Mail**, and then your **specified account**. **You can change the items you wish to sync and how many days of e-mail, calendar events, and reminders to grab from the server**. If you'd like to delete this account, scroll down and click **Delete**.