

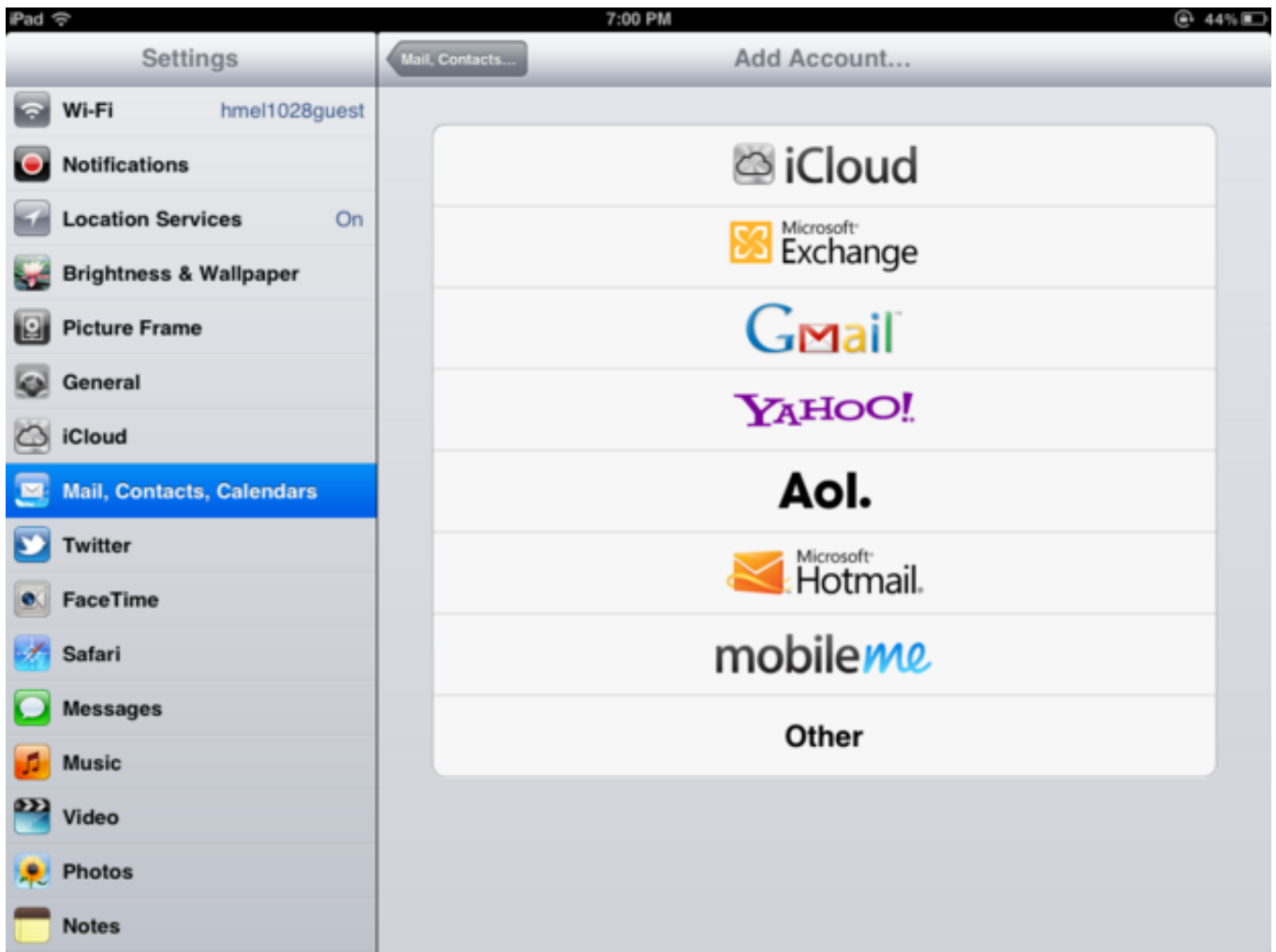
iPad

How do I set up my email on my mobile devices?

In order to access your SCS exchange email on your portable devices you will need complete the form [attached](#) (see below) and send to Jeff Baxter at E102 at the TLA.

Everyone else can follow these steps to configure existing email

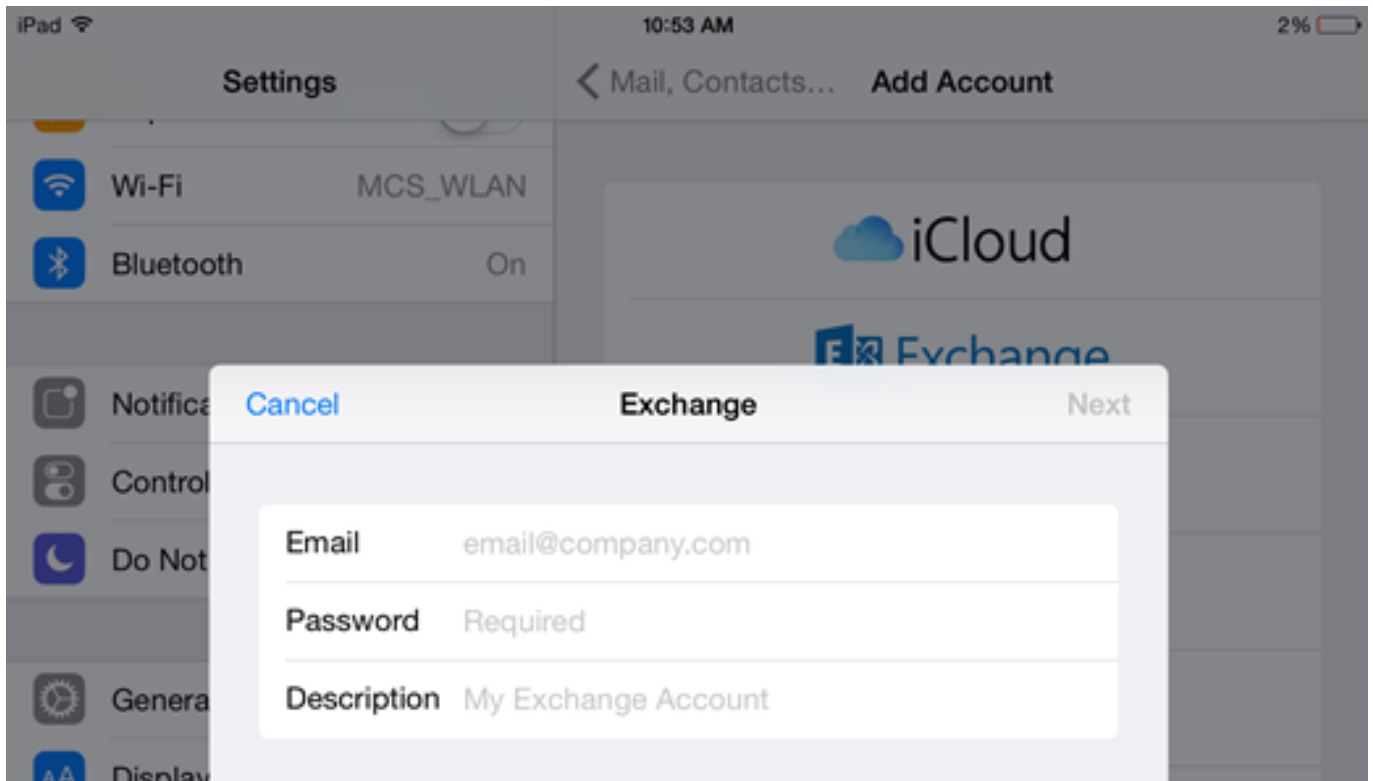
1. Go into **Settings** on your iPad.
2. Now tap on **Mail, Contacts, & Calendars**.
3. Tap **Add Account...** under Accounts.



4. Choose Microsoft Exchange.

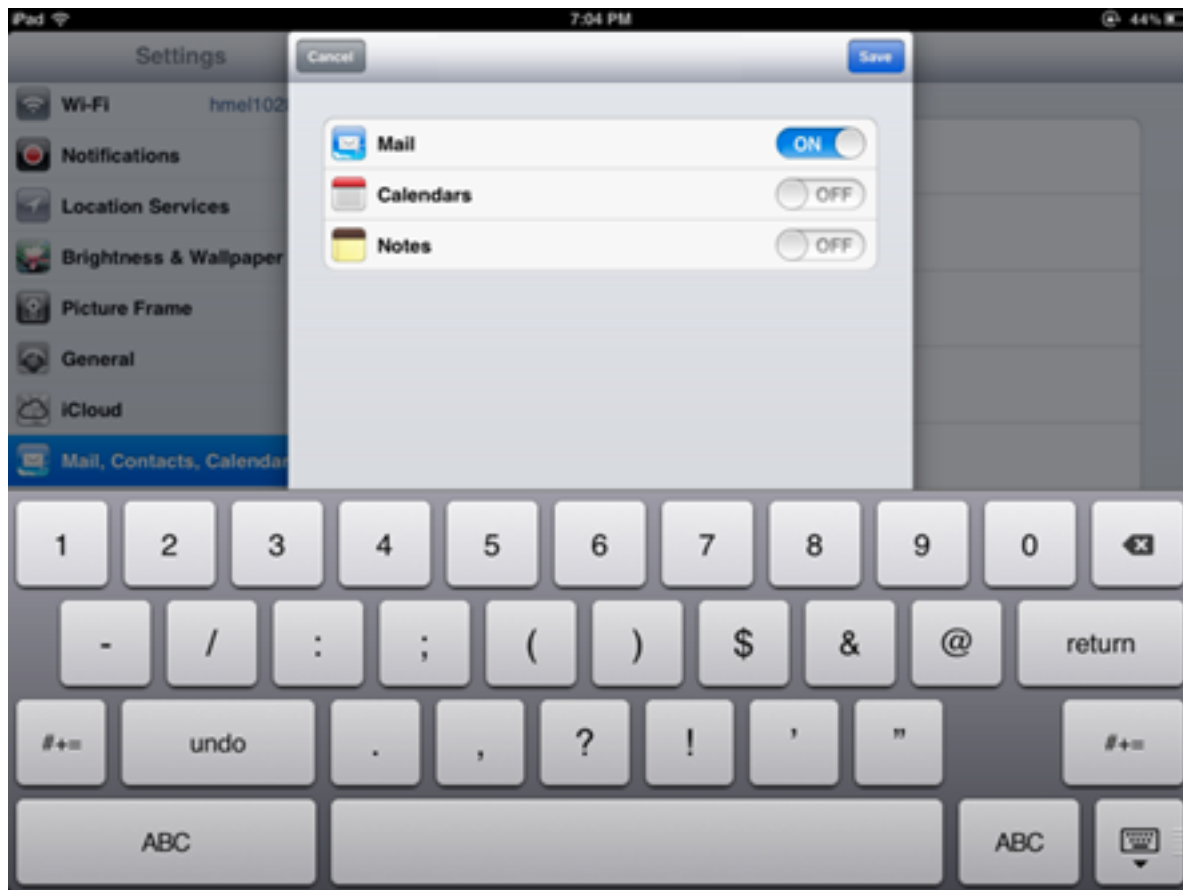
iPad

5. Enter your complete SCS Email Address into the **Email** field
6. Enter you Active Directory Password in the **Password** field.
7. Enter **SCS Exchange** in the **Description** field.



8. Your iPad will when verify your account. From here you may have some different sync options depending on your account type. Tick off items that you don't want to sync with your iPad.
9. Tap **Save** in the upper right hand corner and you're done.

iPad



You should now be able to go back to your homescreen and tap the Mail icon. Upon first launch, it may take your iPad a few minutes to bring down all of your folders and messages.

Unique solution ID: #1048

Author: Jeff Baxter

Last update: 2015-06-29 17:58