Setting up KSUmail on an iOS Device

This guide explains how to setup KSUmail on an iOS Device. You will be able to synchronize your emails, calendar, contacts, and tasks.

**Note:** DEVICE SETUPS MAY VARY DEPENDING ON THE OS VERSION AND THE MODEL OF THE DEVICE.

**Note:** This documentation was written using the Apple iPad Air on iOS version 11.0.3. Configuration may be slightly different.

1. Find and tap **Settings** on your device.

   ![Figure 1 - Tap Settings](image)

2. In the **Settings** window, tap **Accounts & Passwords** (See Figure 2).

3. Tap **Add Account** (See Figure 2).

   ![Figure 2 - Tap Add Account](image)
4. Tap Exchange.

![Figure 3 - Tap Exchange](image)

5. Enter the following information:
   
a. Email - Type your NetID@kennesaw.edu (e.g. jdoe123@kennesaw.edu) (See Figure 4).
   
b. Description - Type KSUmail (See Figure 4).

6. Tap Next (See Figure 4).

![Figure 4 - Enter your NetID and Description](image)
7. When prompted to “Sign in to your ‘kennesaw.edu’ Exchange account using Microsoft?”, tap **Sign In**.

![Sign in to your “kennesaw.edu” Exchange account using Microsoft?](image)

**Figure 5 – Sign In**

8. A window will open with the KSU sign in page. Type your **NetID** and **password** (See Figure 6).

9. Tap **Sign in** (See Figure 6).

![Sign in with your organizational account](image)

**Figure 6 - Type NetID Password**

10. The sign in process will complete and the window will close once your credentials have been verified.

![Cancel Exchange Next](image)

**Figure 7 - Sign In Complete**
11. Choose **Mail** and **Calendars** to synchronize (See Figure 8).
12. Tap **Save** (See Figure 8).

![Figure 8 - Enter your Account name](image)

13. Your KSUmail account has been added to your device.