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 10.3.3. Configuration may be slightly different.

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

   ![Figure 1 - Tap Settings](image)

2. In the **Settings** window, tap **Mail** (See Figure 2).
3. Tap **Accounts** (See Figure 2).

   ![Figure 2 - Tap Accounts](image)
4. Tap **Add Account** (See Figure 3).

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

![Figure 5 - Enter your NetID and Description]

8. Type your NetID password (See Figure 6).
9. Tap Next (See Figure 6).

![Figure 6 - Type NetID Password]
10. Choose **Mail** and **Calendars** to synchronize (See Figure 7).

11. Tap **Save** (See Figure 7).

![Figure 7 - Enter your Account name]