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 10.3.2. Configuration may be slightly different.

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

![Figure 1 - Tap Settings](image1)

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

![Figure 2 - Tap Accounts](image2)
4. Tap **Add Account** (See Figure 3).

![Figure 3 - Tap Add Account](image)

5. Tap **Exchange** (See Figure 4).

![Figure 4 - Tap Exchange](image)
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](image)

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

![Figure 6 - Type NetID Password](image)
10. Choose what you want to synchronize (See Figure 7).
11. Tap **Save** (See Figure 7).

![Figure 7 - Enter your Account name](image-url)