

Setting up KSUmail on an iOS / iPad OS Device

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

Note: Device setup may vary depending on the OS version and the model of your device.

Note: This documentation was written using an Apple iPad Mini on iPad OS version 14.8.

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

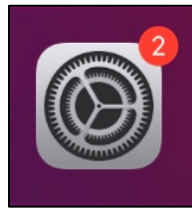


Figure 1 - Settings

2. In the Settings window, tap **Mail**.
3. Next, tap on **Accounts**.

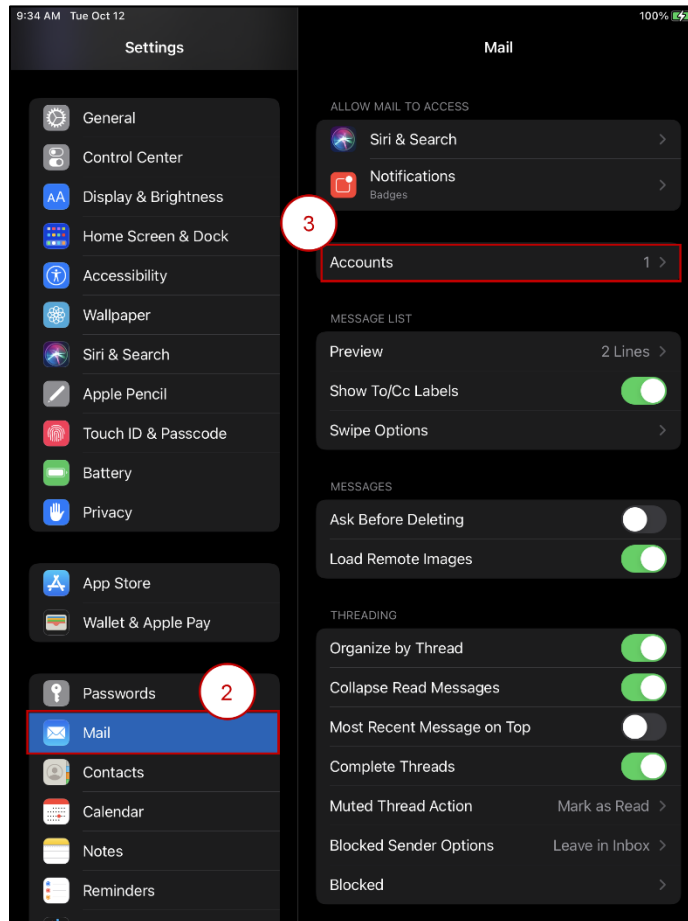


Figure 2 - Tap Mail and Accounts

4. Tap **Add Account**

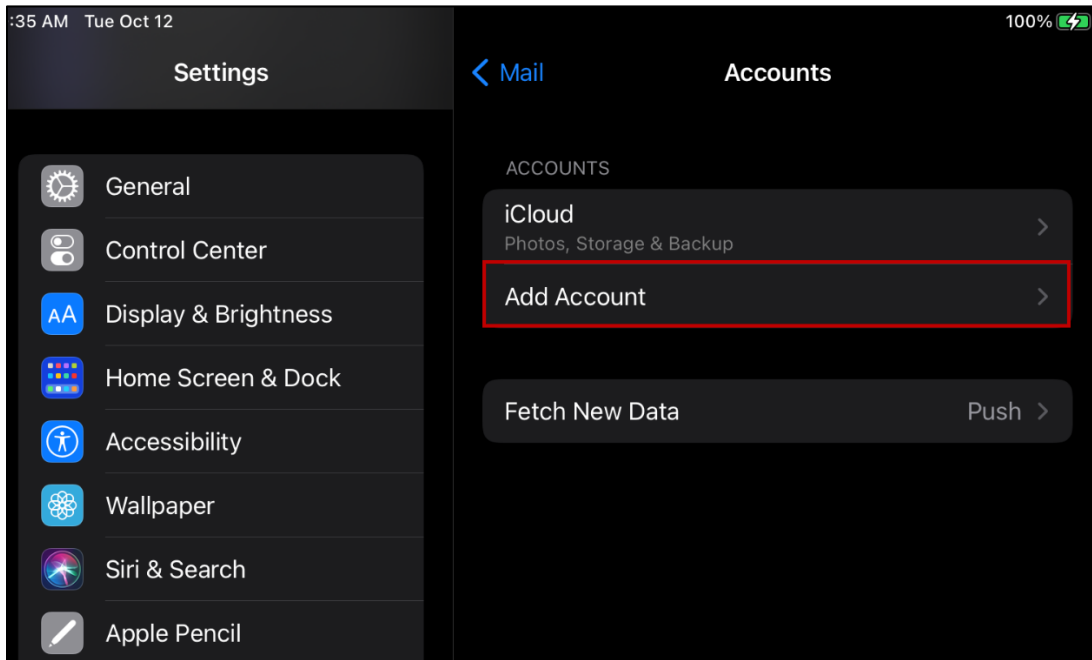


Figure 3 - Tap Add Account

5. Tap **Microsoft Exchange**.

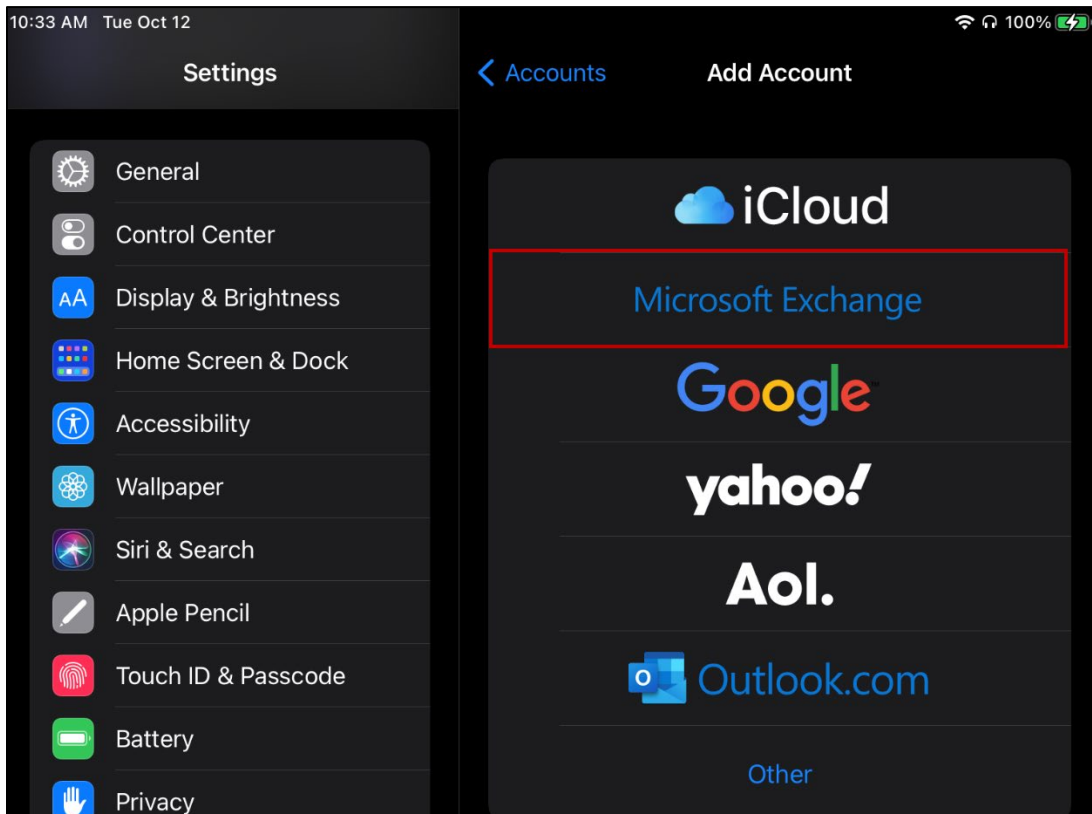


Figure 4 - Tap Microsoft Exchange

6. Type in your **KSU email address** and enter a **Description** for the email account, then tap **Next**.

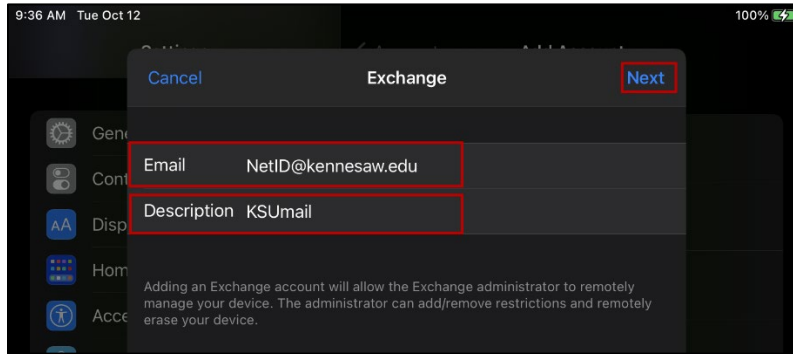


Figure 5 - Type in your KSU email and a Description

7. Tap **Sign In**.

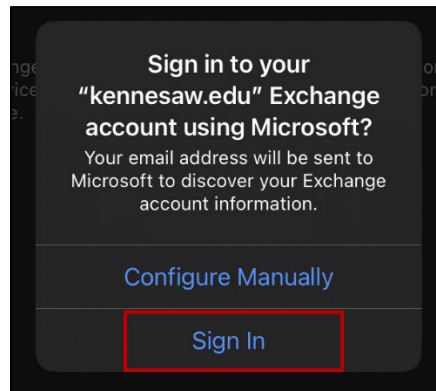


Figure 6 - Tap Sign In

8. *Sign in* with your **KSU NetID** and **Password**.

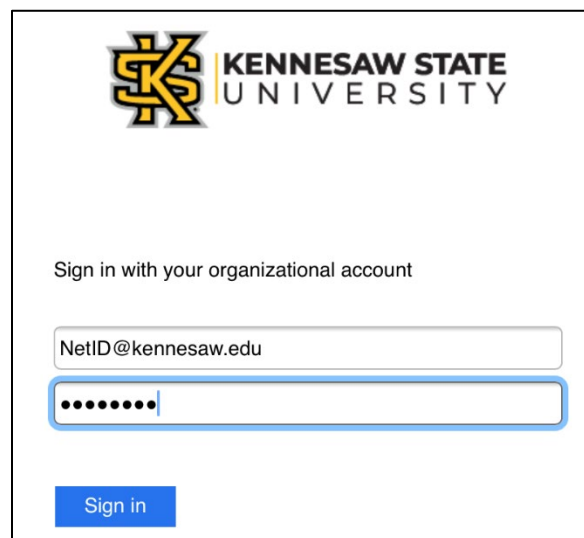


Figure 7 - Enter your KSU login credentials

9. If prompted, complete the **dual authentication process**.

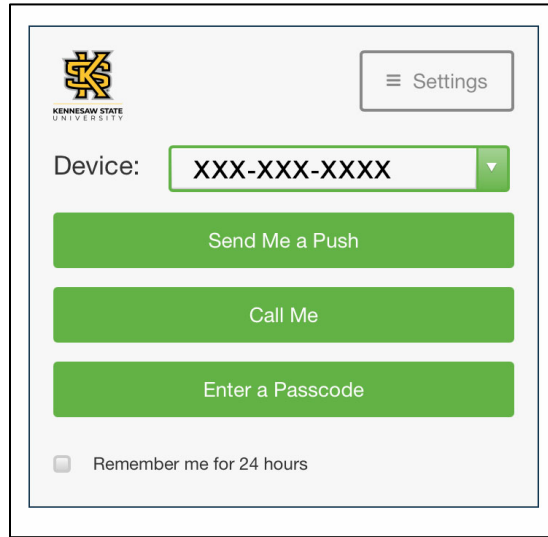


Figure 8 - Complete the Dual Authentication process

10. Select **Mail** and **Calendars**, then tap **Save**.

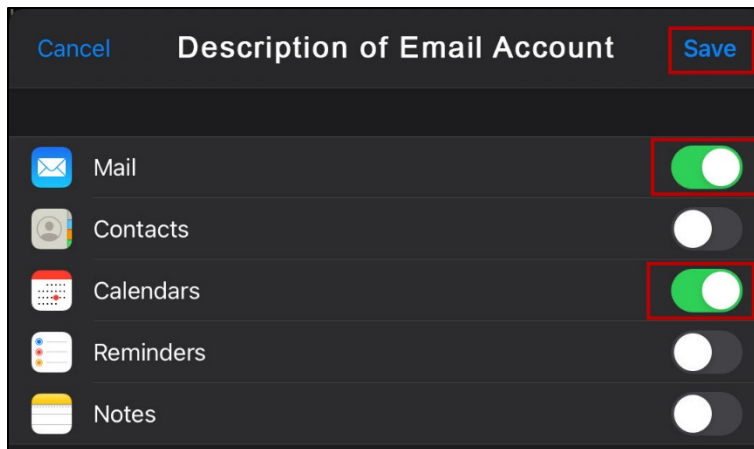


Figure 9 - Select Mail, Calendars, and tap Save

Your KSUmail account has now been added to the iOS or iPad OS device.