Students Setting up KSUmail on an iOS Device

This guide explains how a student will 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**.

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

8. Type your NetID password (See Figure 6).
9. Tap Next (See Figure 6).
10. Choose what you want to synchronize (See Figure 7).

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

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