

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

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

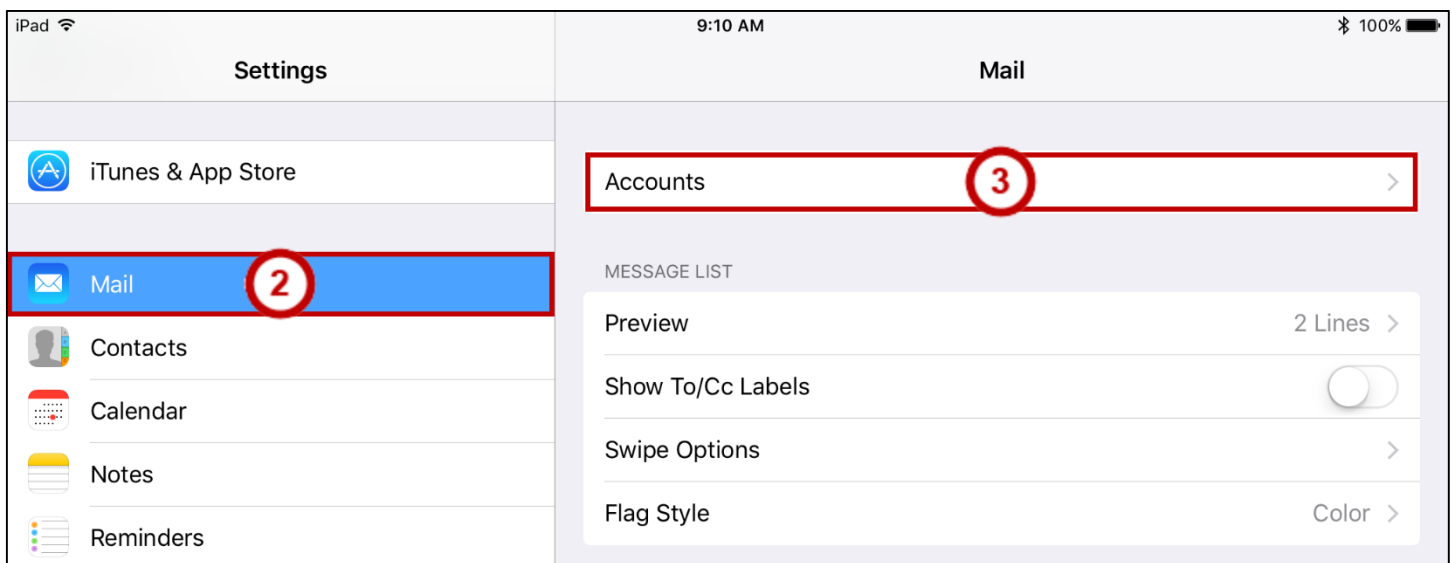


Figure 2 - Tap Accounts

4. Tap **Add Account**.

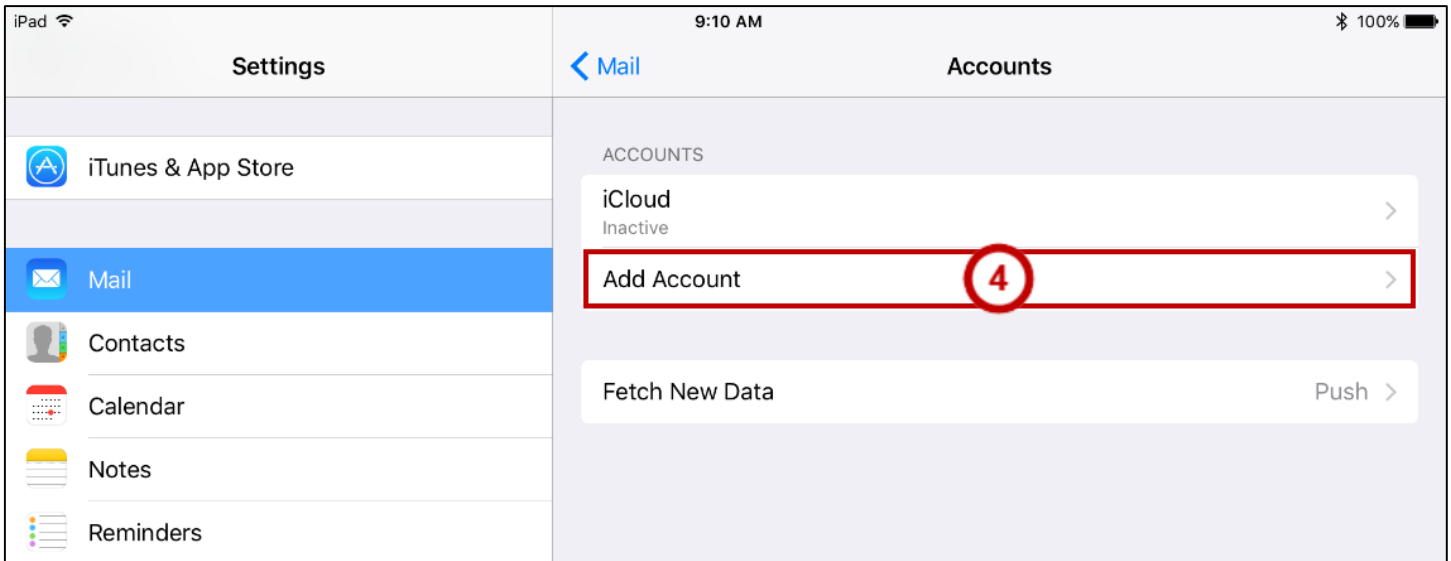


Figure 3 - Tap Add Account

5. Tap **Exchange**.

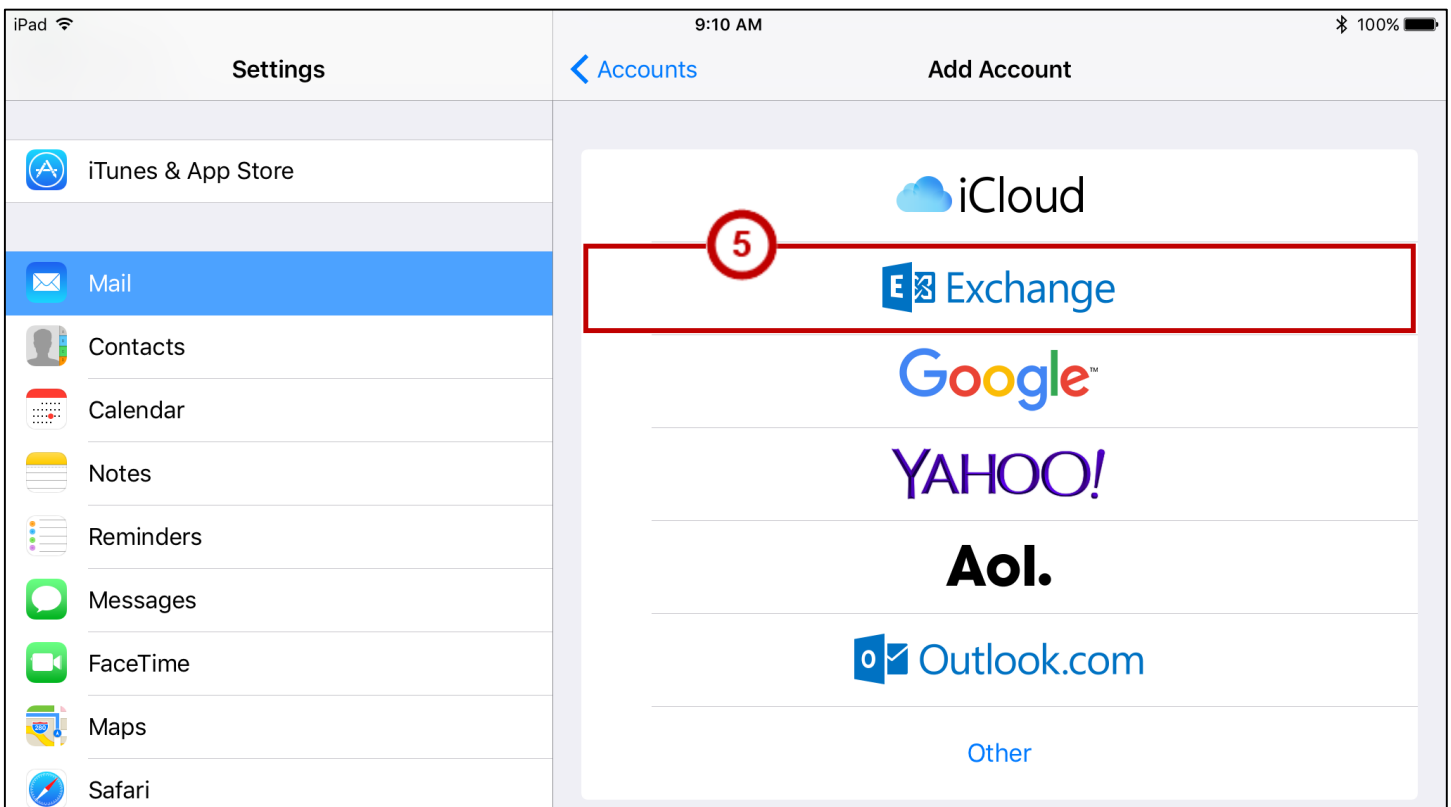


Figure 4 - Tap Exchange

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).

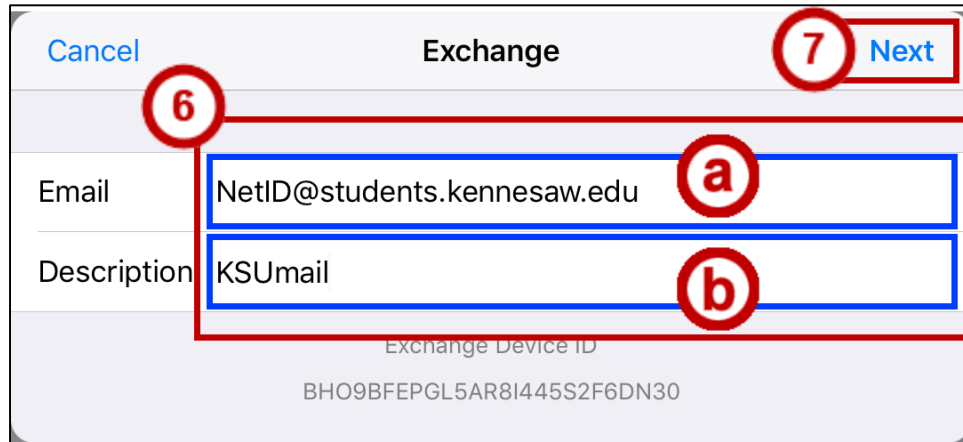


Figure 5 - Enter your NetID and Description

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

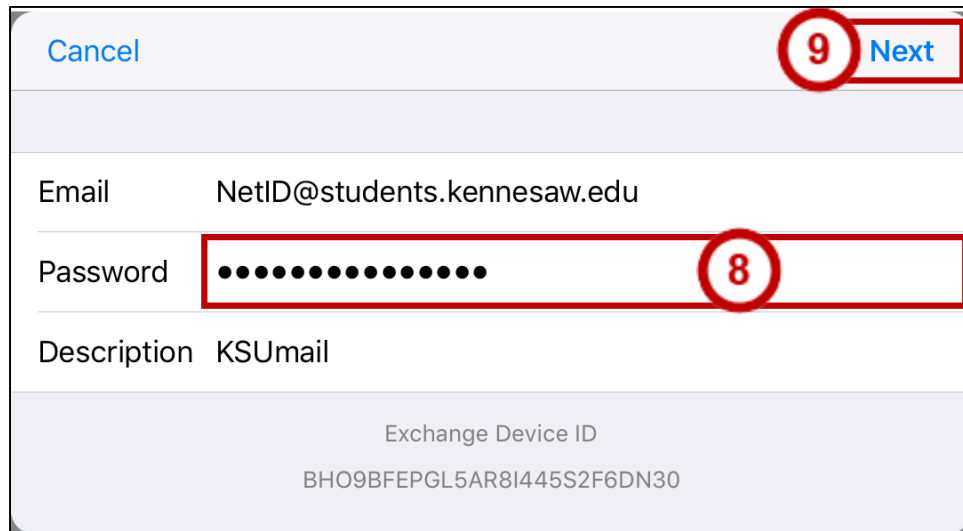


Figure 6 - Type NetID Password

10. Choose what you want to synchronize (See Figure 7).

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

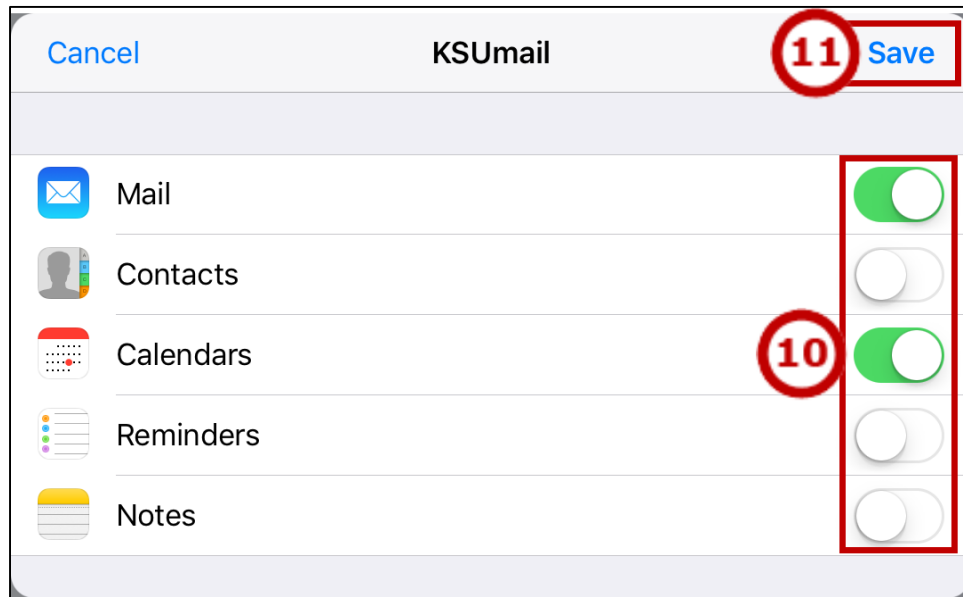


Figure 7 - Enter your Account name