iOS - Email Configuration

Email Configuration

1. Open Settings on your iPad and tap **Mail, Contacts, Calendars** to see the mail options. To add a new account tap **Add Account**...
2. Tap the option for an **Exchange** account.
3. On the **Exchange** window, fill in the following fields and tap the **Next** button.
   a. Email: Furman email address
   b. Password: Furman password
   c. Description: Furman
4. Your account settings will be verified and you will be brought to a settings screen.
5. At the settings screen enter the following information:
   a. Email: should already have your Furman email address
   b. Server: outlook.office365.com
   c. Domain: leave blank
   d. Username: NetID@furman.edu, such as mgifford@furman.edu
   e. Password: Furman password
   f. Description: should already have Furman enter in this field
6. Your account settings will be verified again, and if successful you will see the following screen asking you which services you would like to enable. Turn on or off services based upon your preferences. You can always return to this screen later to change services. Tap **Save** when you are finished.
7. To access the mail on your iPad tap the **Mail** icon.
   - Should you have multiple accounts tied to your iPad or iPhone (i.e. gmail, hotmail, Office 365...) you can tap on the **“Mailboxes”** button in the top-left corner of your window to get to your account screen.
   - You can select an individual account by simply tapping on the listing. If you wish to see only your inbox for the account you can simply tap the listing under the **“Inboxes”** section. Should you wish to see all of your files and folders you will need to tap on the account listing in the **“Accounts”** section