

APPLE iOS SETUP

This guide is good for the current release of Apple iOS and can be used for iOS running on an iPhone or an iPad.

- 1.) If an existing Microsoft Exchange account exists on the device, delete the existing account.
 - a. Go to **Settings > Mail, Contacts, Calendars**.
 - b. The Accounts screen opens. Tap the **Exchange** account.
 - c. Scroll down and tap **Delete Account**.



Once the account has been deleted, follow the steps below to add the new Exchange account:

- 2.) Tap **Settings > Mail, Contacts, Calendars > Add Account > Exchange**
- 3.) In **Email Field** > Enter UAkron Email Address (i.e. *mary@uakron.edu*)
- 4.) In **Password Field** > Enter UANet Password
- 5.) In **Description Field** > Enter UAkron Email Address (i.e. *mary@uakron.edu*)
- 6.) Tap **Next**
- 7.) Turn On the button for **Mail, Contacts, Calendars, Reminders, Notes**
- 8.) Press **Save**

If you have any problems with this process, please contact the Support Desk for assistance.