


<b>Purpose:</b>	To set up Cornell email on an iOS Device (iPad or iPod)	
<b>When:</b>	The device has already been setup, and needs the email account added	
<b>Who:</b>	The iOS device user	
<b>Resources to Complete Tasks</b>		
An iOS device already set up with an Apple ID		
An active Cornell email account		
<b>Perform These Tasks:</b>	<b>Do These Steps/Notes:</b>	
1. Go to Email settings on the device	<ul style="list-style-type: none"> <li>a. On the main screen of the device, tap the “Settings” button (gray with gears)</li> <li>b. Tap “Mail, Contacts, Calendars”</li> </ul>	
2. Add your Cornell email address	<ul style="list-style-type: none"> <li>a. On the top right, tap “Add Account”</li> <li>b. Tap “Exchange”</li> <li>c. Type your Cornell email address</li> <li>d. Type your Cornell password</li> <li>e. Add a description if desired (for example the description could be called “Cornell email”)</li> <li>f. Tap “Next”</li> <li>g. Tap “Save”</li> </ul>	
3. Set the mail days to sync:	<ul style="list-style-type: none"> <li>a. Under Accounts, tap on the Cornell Email account that you added in the previous step</li> <li>b. Tap “Mail Days to Sync”</li> <li>c. Tap “No Limit”</li> <li>d. On the top left, tap “Exchange”, then tap “Mail, Contacts...”</li> </ul>	
4. If desired, add any of your other email accounts	<ul style="list-style-type: none"> <li>a. For example, if your Apple ID is a personal email account, like Yahoo or Gmail, you may want to add that email account on your device</li> <li>b. Follow the steps for Task 3 above, but instead of tapping “Exchange”, tap the correct account for the email you are adding and follow the on screen instructions</li> <li>c. Follow the steps in Task 4 also, if desired</li> </ul>	
5. Push the “Home” button on the bottom of the iPad		
6. Open your Email	<ul style="list-style-type: none"> <li>a. Tap the Email button (blue with white envelope) </li> <li>b. Tap on one of the mail accounts you just added</li> <li>c. Your email messages will begin to load</li> </ul>	
<b>The Result Will Be:</b>		
The iOS device will be set up to send and receive through the user’s Cornell Outlook account.		
<b>Reference Information:</b>		