### Setup of Cornell Email on an iOS device

#### Purpose:
To set up Cornell email on an iOS Device (iPad or iPod)

#### When:
The device has already been setup, and needs the email account added

#### Who:
The iOS device user

#### Resources to Complete Tasks
- An iOS device already set up with an Apple ID
- An active Cornell email account

#### Perform These Tasks: | Do These Steps/Notes:
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1. Go to Email settings on the device | a. On the main screen of the device, tap the “Settings” button (gray with gears)
  | b. Tap “Mail, Contacts, Calendars”
2. Add your Cornell email address | a. On the top right, tap “Add Account”
  | b. Tap “Exchange”
  | c. Type your Cornell email address
  | d. Type your Cornell password
  | e. Add a description if desired (for example the description could be called “Cornell email”)
  | f. Tap “Next”
  | g. Tap “Save”
3. Set the mail days to sync: | a. Under Accounts, tap on the Cornell Email account that you added in the previous step
  | b. Tap “Mail Days to Sync”
  | c. Tap “No Limit”
  | d. On the top left, tap “Exchange”, then tap “Mail, Contacts…”
4. If desired, add any of your other email accounts | 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
  | 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
  | c. Follow the steps in Task 4 also, if desired
5. Push the “Home” button on the bottom of the iPad
6. Open your Email | a. Tap the Email button (blue with white envelope)
  | b. Tap on one of the mail accounts you just added
  | c. Your email messages will begin to load

#### The Result Will Be:
The iOS device will be set up to send and receive through the user’s Cornell Outlook account.

#### Reference Information: