



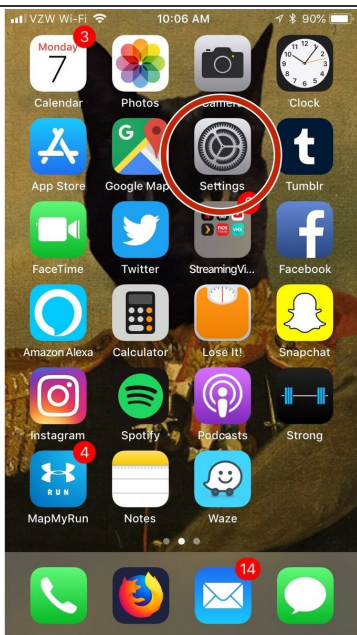
iOS- Add Faculty and Staff Email Accounts

This guide will show you how to configure your Labouré email on an iOS device such as an iPhone or iPad.

Written By: Wayne Peterson

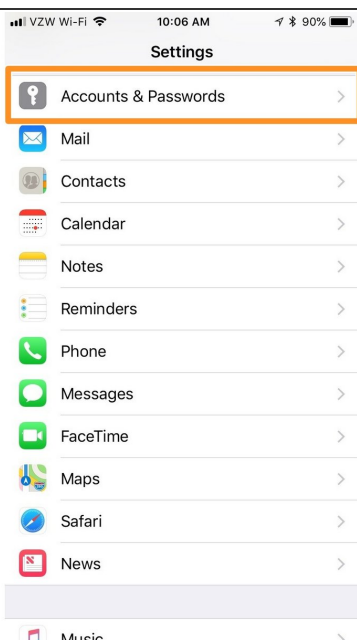
Add Email
to iOS

Step 1 — iOS- Add Faculty and Staff Email Accounts



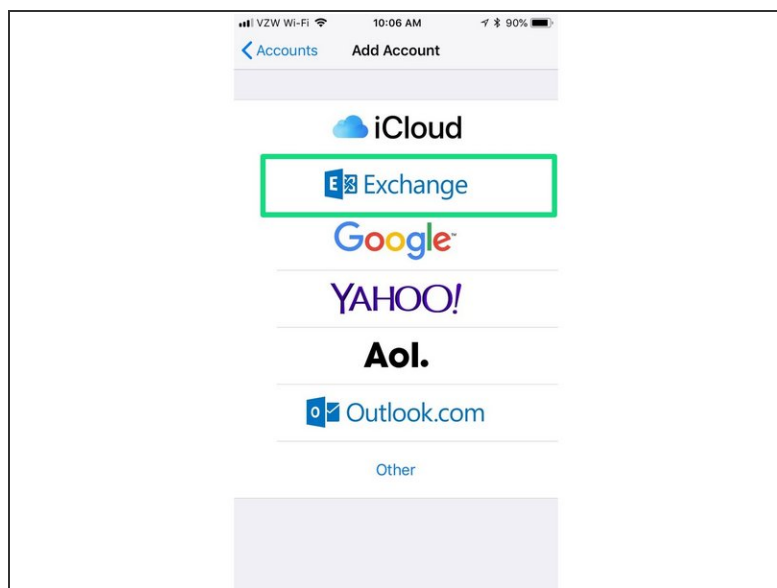
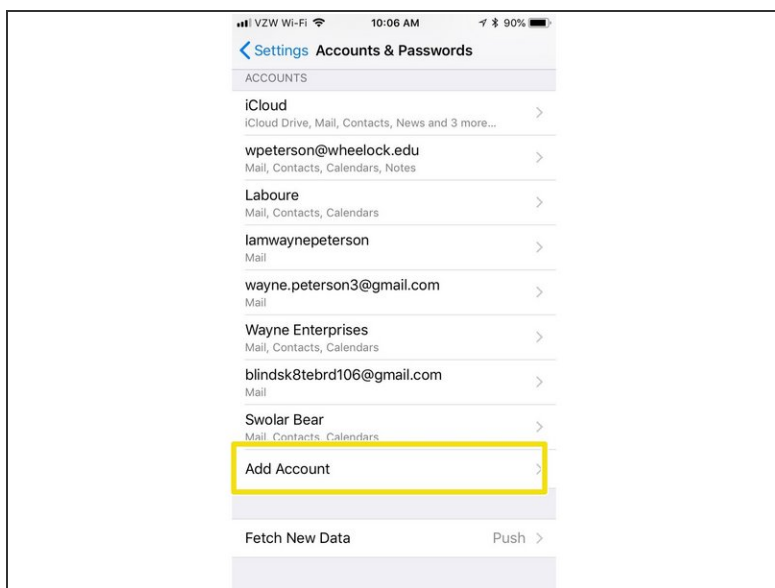
- From your Home Screen, select **Settings**.

Step 2



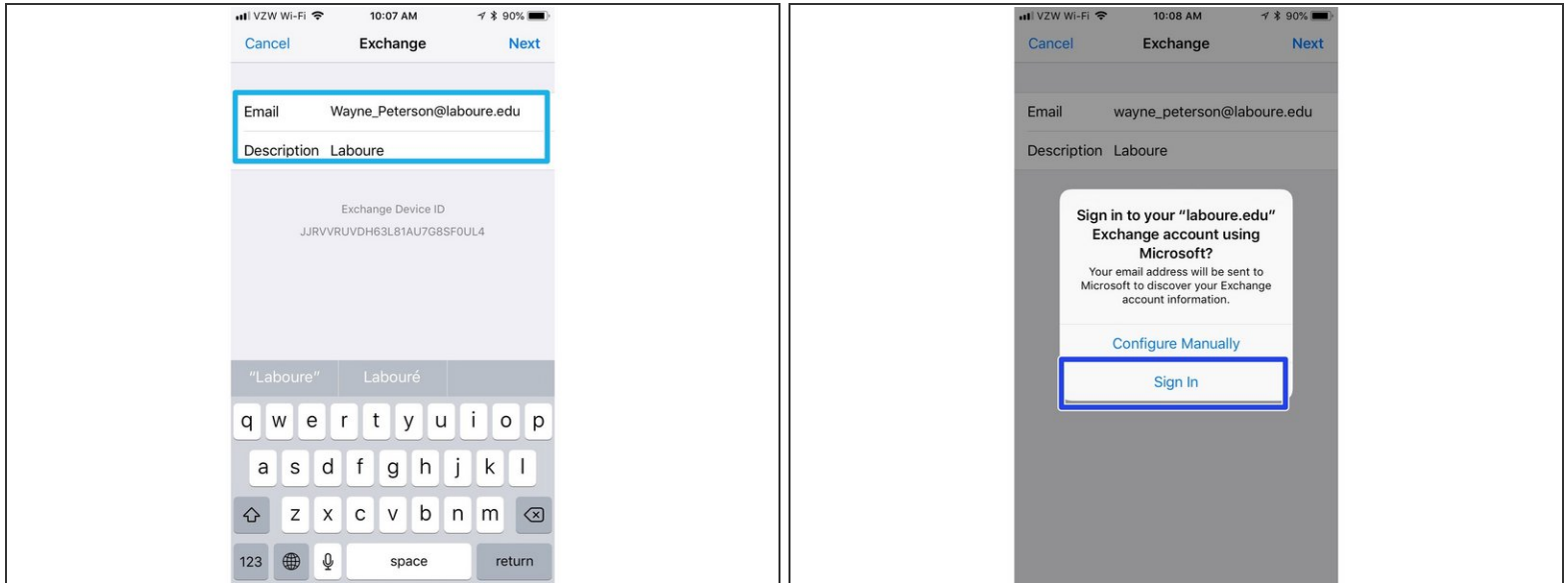
- Scroll down until you see **Accounts & Passwords**. Tap to select.

Step 3



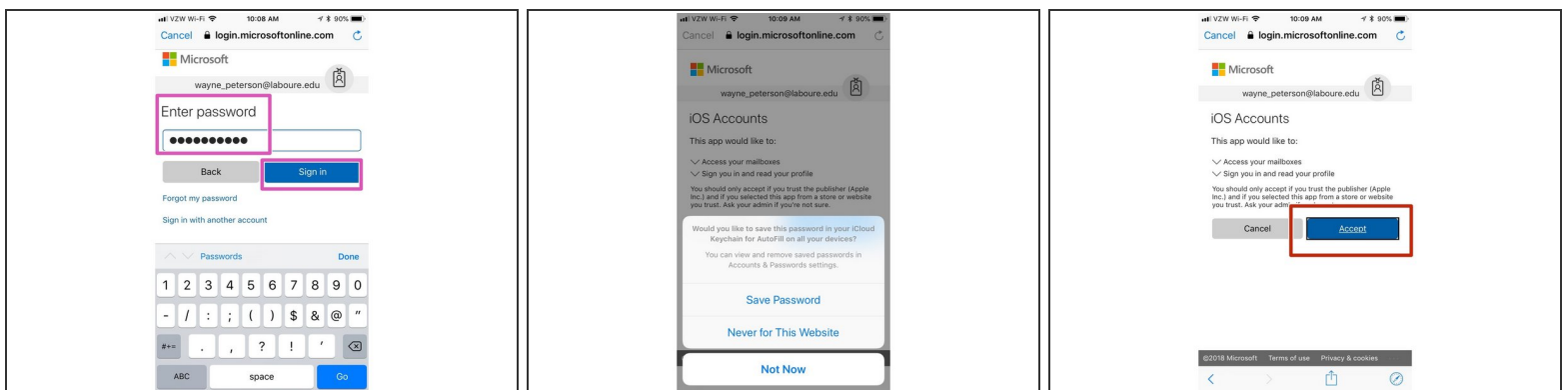
- At the bottom, select **Add Account**.
- Select **Exchange**.

Step 4



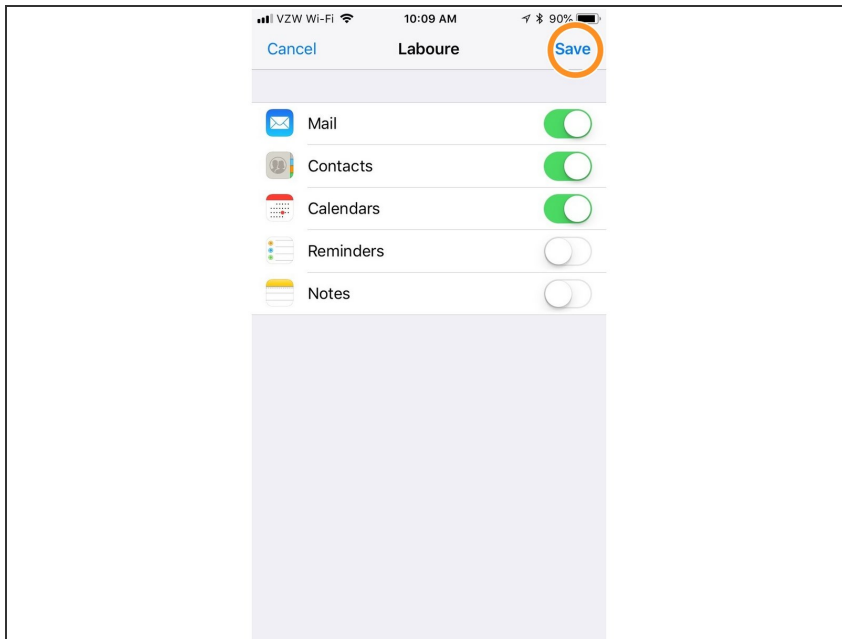
- Enter your full email address in the field provided.
- Enter a description of the mailbox, this can be anything.
- When prompted, select **Sign In**.

Step 5



- Enter your password in the field provided and select **Sign In**.
- **i** When prompted to save password, select **Never for This Website**. This will not effect the configuration in any way.
- Select **Accept**.

Step 6



- Use the sliders to determine which services you would like to sync.
- Mail, Contacts and Calendars are the defaults.
- Click **Save**, and you are finished. You Labouré email will now show up the in the **Mail** app.