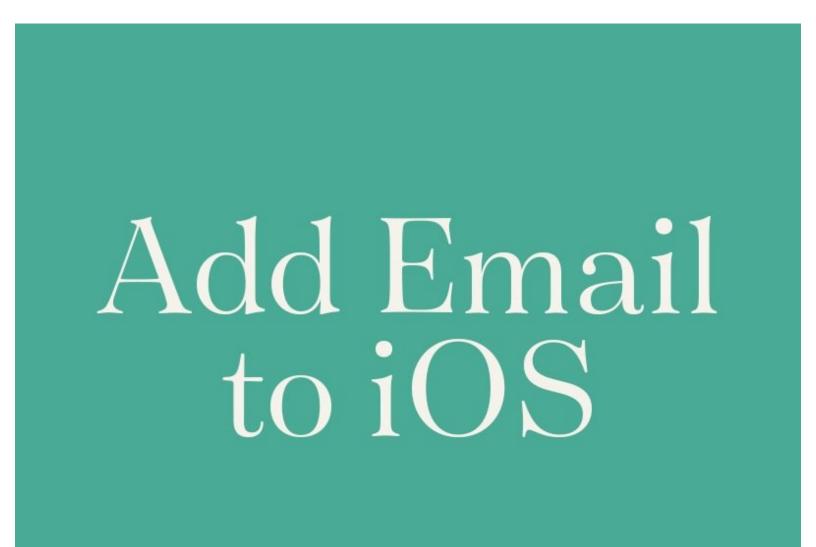


iOS- Add Faculty and Staff Email Accounts

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

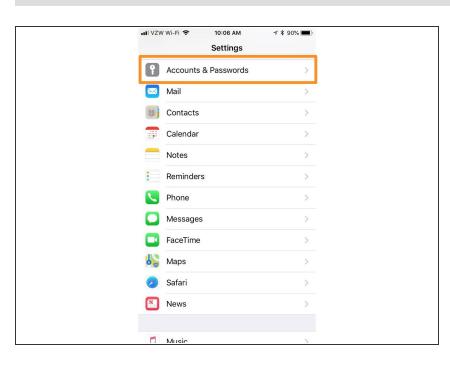


Step 1 — iOS- Add Faculty and Staff Email Accounts



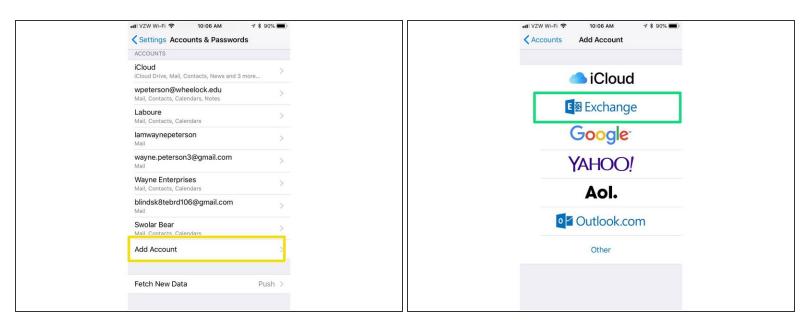
From your Home Screen, select
 Settings.

Step 2



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

Step 3



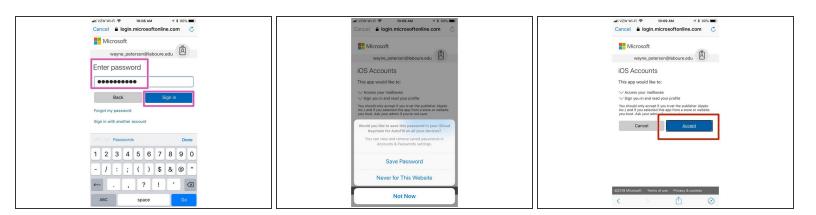
- At the bottom, select Add Account.
- Select Exchange.

Step 4

ntl VZW Wi-Fi 중 10:07 AM Cancel Exchange		IVZW WI-FI ♥ 10:08 AM
Email Wayne_Peterson	n@laboure.edu	Email wayne_peterson@laboure.edu
Description Laboure		Description Laboure
	uiop jkli pnm	Sign in to your "laboure.edu" Exchange account using Microsoft 2 Your email address will be sent to Microsoft to discover your Exchange account information. Configure Manually Sign In

- 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**.
- When prompted to save password, select **Never for This Website**. This will not effect the configuration in any way.
 - Select Accept.

Step 6

	Wi-Fi 🗢	10:09 AM	∜ \$ 90% ■	
Cano	el:	Laboure	Save	
	Mail			
9	Contacts			
	Calendars			
	Reminders		\bigcirc	
	Notes		\bigcirc	
				<u></u>

- 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.