SWUC Email setup
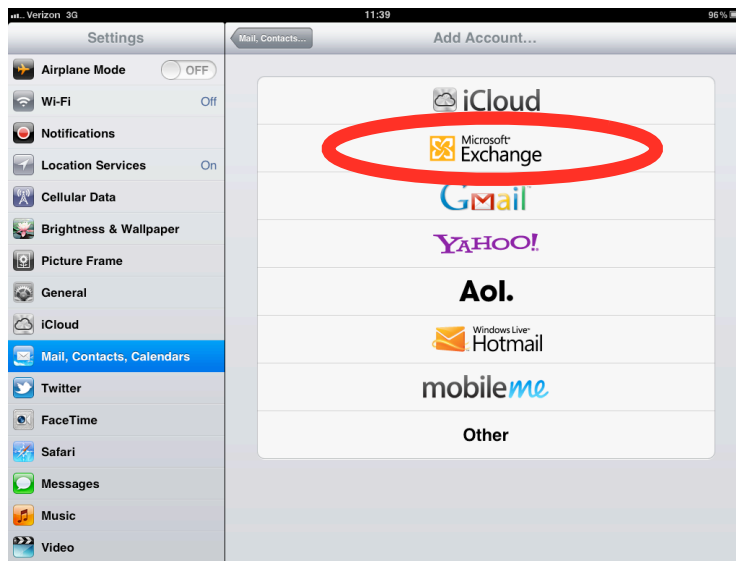## iPad/iPhone

•Open Settings
•Select *Mail, Contacts, Calendars*
•Tap *Add Account* on the right side
•Select *Microsoft Exchange* on the next screen

•Enter you email address, and email password in the Username and Password fields

•Your username ***must*** be your full email address for it to work.
Domain is not needed. Description is up to you.
•Tap *Next*. The system will think for a bit then come back asking for server info. This is normal and expected.
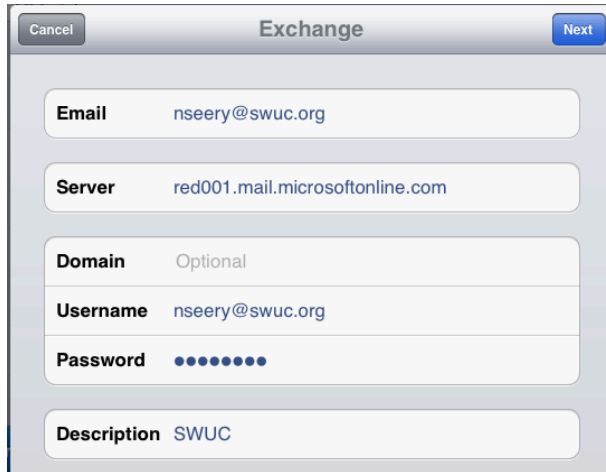
•Enter **red001.mail.microsoftonline.com** in the Server field.
•Tap *Next*

•Turn *Contacts* to *ON*
•Tap *Keep on My iPad* (will say iPhone if on a iPhone)
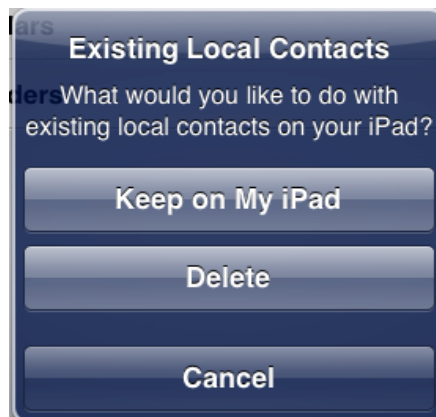
•Tap *Keep* on the next pop up.

•This is the screen you'll see next

•Tapping *Mail Days to Sync* will give you options on how much mail to keep on your device. Select as much or as little as you like.

•This is the screen you get by tapping on *Account*. This is where you'll change your password when it resets.

If you have any problems, feel free to contact me

Nathan Seery
(817) 295-0476
nseery@swuc.org