Auto-Configuration On-Campus iPhone/iPad/iPod Touch
Setup Instructions – Updated: October 24, 2012

Before starting your e-mail setup on your iPhone, please **connect** it to the **Wi-Fi** on campus.

If you **already** have your **umb.edu** e-mail on your device, **delete** that profile from your phone and **start with fresh account settings**. Refer to the **last page** of this document for **removal instructions**.

Go to **Settings**.	Go to **Mail**.	Go to **Add Account**.

Select **Microsoft Exchange**.

Enter your **e-mail** and **password**. In **Description** you create the name: UMB, Exchange, Work, etc.

As long as you are **connected to campus Wi-Fi** and your **credentials have been entered correctly**, your account will verify successfully at this stage and you can choose the items you'd like to sync. If you are **unsuccessful** at this stage, ensure you are using your **full e-mail address, correct password, and are connected to the campus Wi-Fi**. Attempt a **manual setup** if you are experiencing difficulty or if you are **off campus**.

Your new account (named **Exchange** in this example) will be listed and you can **return** to **settings** or your **home screen**. From the **Home Screen**, select **Mail**, then your new account.

It will take a **minute or two** for the newly added account to access the server. You will see **Checking for Mail** across the bottom of the screen. **As new mail is found, it will begin to appear in your Inbox**.
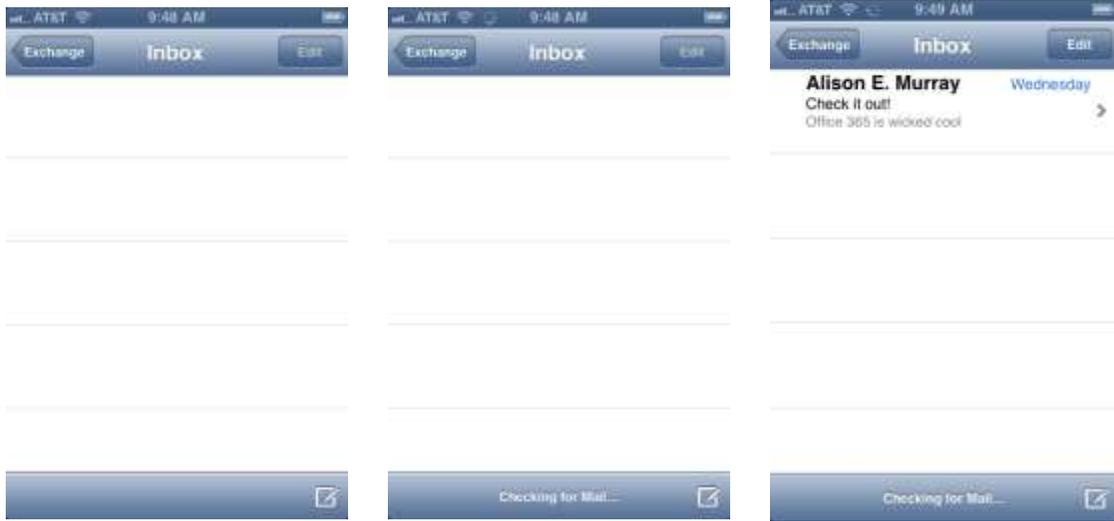
If you would like to **customize** or **remove** the account, go to **Settings**, **Mail**, and then your **specified account**. **You can change the items you wish to sync and how many days of e-mail, calendar events, and reminders to grab from the server**. If you'd like to delete this account, scroll down and click **Delete**.