

Connecting IOS Devices to the Email

Step #1



Navigate to settings.



Mail, Contacts, Calendars

Select Mail, Contacts, Calendars.

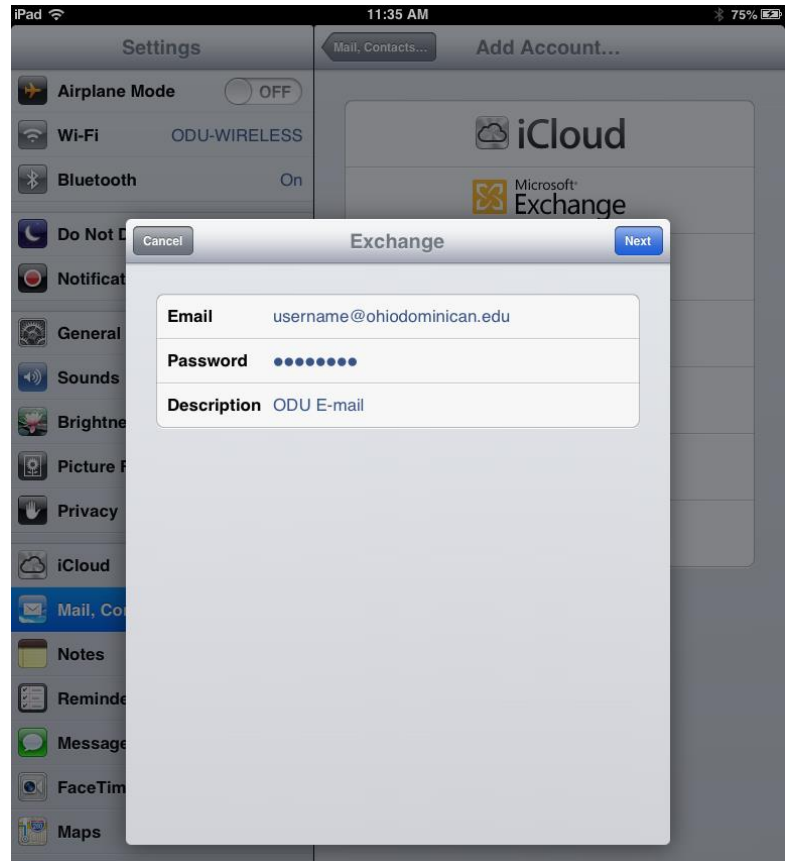
Select Add Account and select Microsoft Exchange.



Note. If an ODU account is listed then you can edit the username, server, and domain (optional) or delete the account.

Step #2

When the prompt box pops up enter your full ODU email address (username@ohiodominican.edu) and ODU password. Also change the description to something more meaningful, like ODU Email. Then click next



Step #3

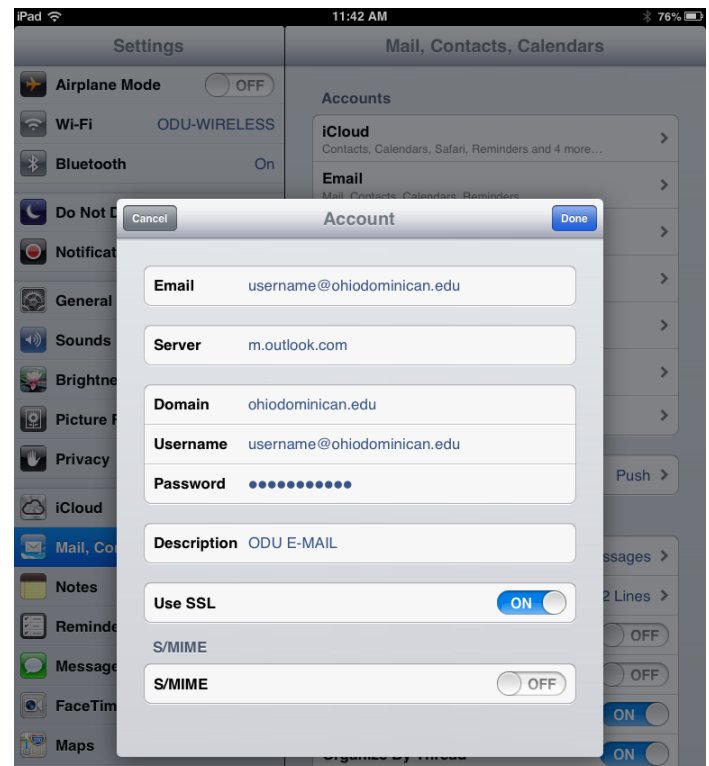
For the server you will need to enter **m.outlook.com**

Enter your full ODU email address for the Username (username@ohiodominican.edu).

Finally enter your ODU network password for the Password

The domain is optional and can be left blank. (Some phones may need a domain so enter ohiodominican.edu for the domain)

Make sure Use SSL is on.



Step #4

Once your iPhone verifies your account make sure mail is turned on. Contacts, calendars, and reminders are optional, but can be turned on if wanted. Push the save button for the settings to be saved on your iPhone.

Note: It may take some time to fully sync the iPhone or iPad to the ODU exchange server after initial setup.

