

Add your Exchange account

Tap Settings > Mail, Contacts, Calendars > Add Account > Exchange.

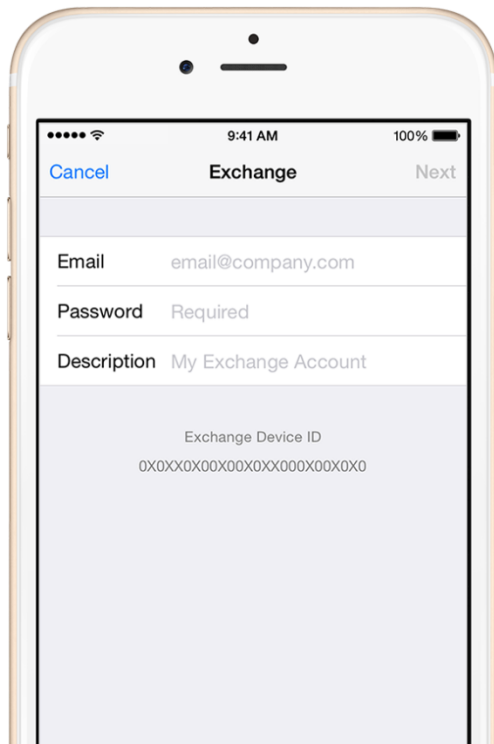
Enter your information

Enter your email address and password. If you want to, you can also enter an account description.

Email: email@cnsu.edu

Outlook/canvas Password:

Description: CNSU



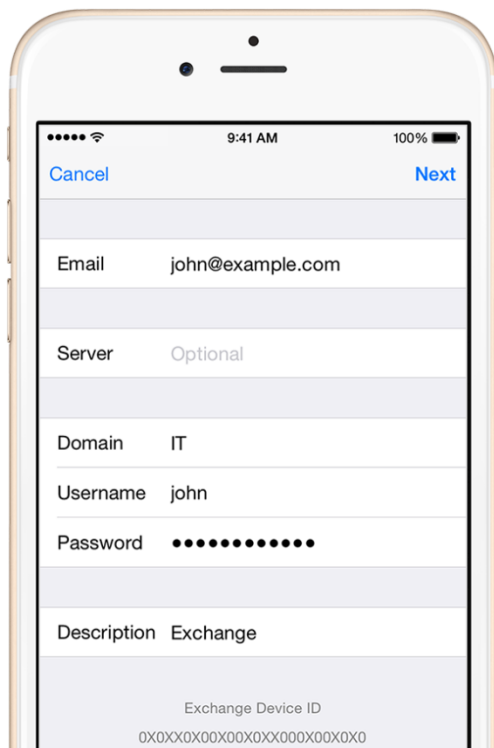
Connect to the Exchange Server

Your iOS device will try to find your Exchange Server. You might have to enter additional server information. If you need help, contact your Exchange Server administrator.

Server: mail.cnsu.edu

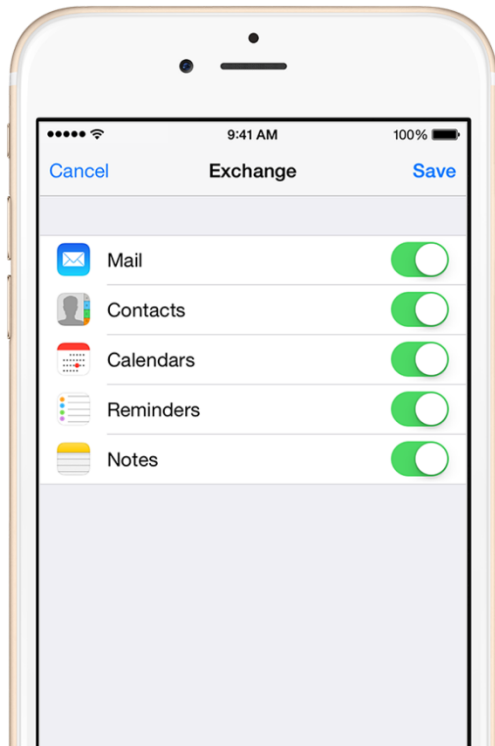
Username: for faculty: cnsu\firstname.lastname

For Student: cnsu\5digits studentID



Sync your content

You can sync Mail, Contacts, Calendars, Reminders, and Notes. When you're finished, tap Save.



Edit your Exchange settings

Tap Settings > Mail, Contacts, Calendars, select your Exchange account, and tap Account Info. You can also go here to set up automatic out-of-office replies and change how often you want Mail to sync (the default is 7 days).