

Add your Exchange account

Tap Settings > Accounts & Passwords > Add Account > Exchange.

Enter your information

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

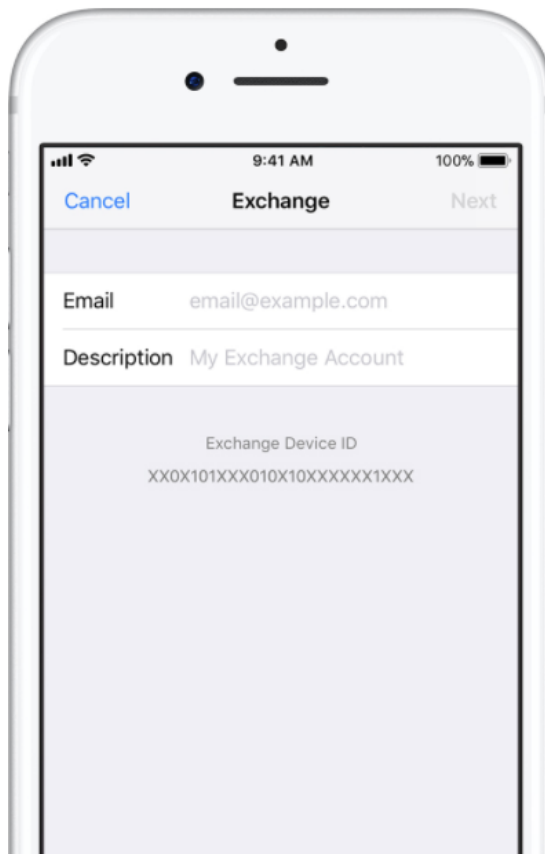
Email: email@cnsu.edu

Faculty/staff: Firstname.Lastname@cnsu.edu

Student: Firstname.LastNameXXXX@cnsu.edu

Description: **CNSU**

Then Click Next



Connect to the Exchange Server

The system will prompt you to choose either Configure Manually or Sign in to connect to your exchange Server. Pick **Configure Manually**.

You will have to enter additional server information. If you need help, contact your Exchange Server administrator.

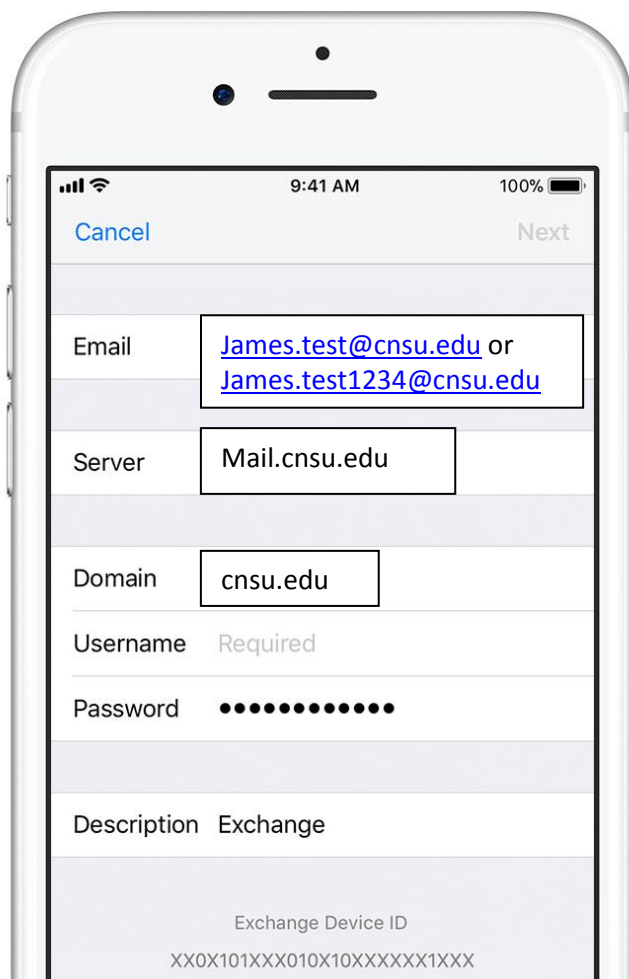
Server: mail.cnsu.edu

Domain: cnsu.edu

Username: **Faculty/Staff: [firstname.lastname](#)**

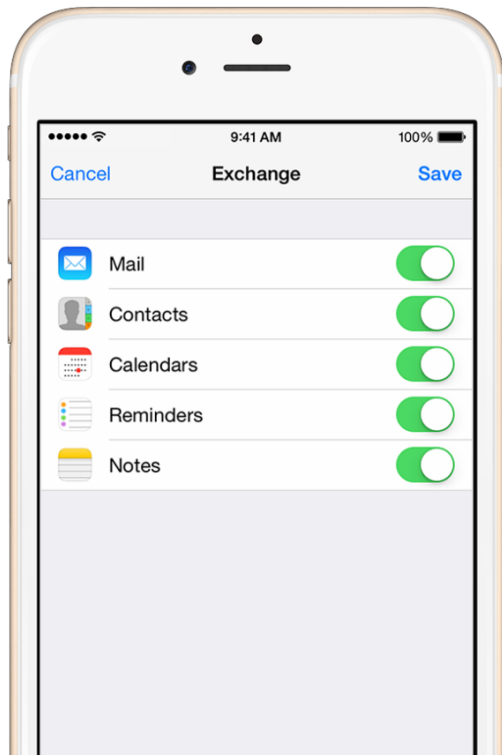
Student: [StudentID \(example: 12345\)](#)

Password: [outlook/canvas password](#)



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).