Setting up Employee Email on iOS (iPad, iPad Mini, iPhone, iPod)

	1. Tap the **Settings** icon.
	2. Tap on **Mail, Contacts, Calendars**. 3. Tap on **Add Account…**
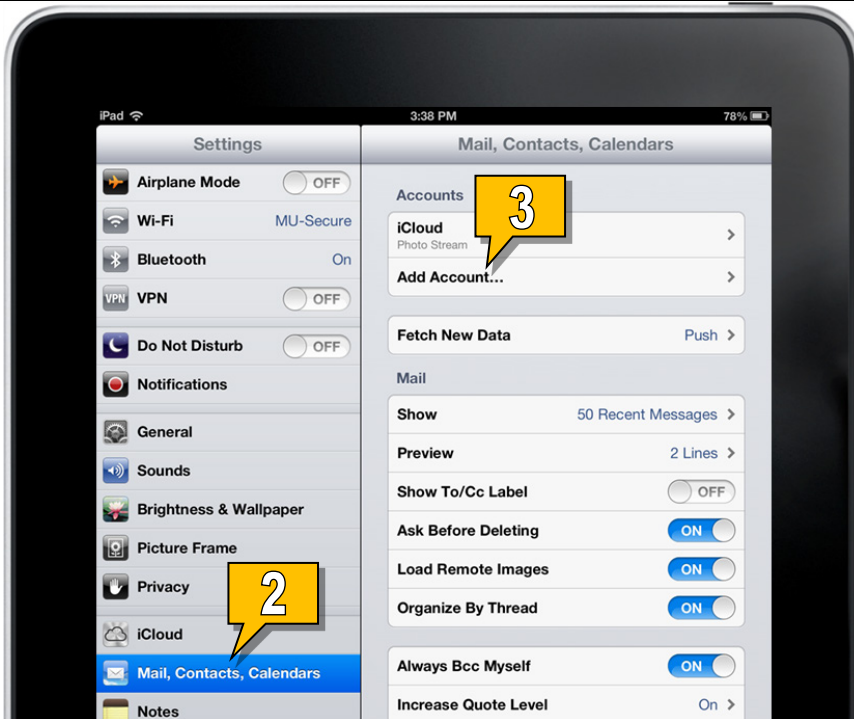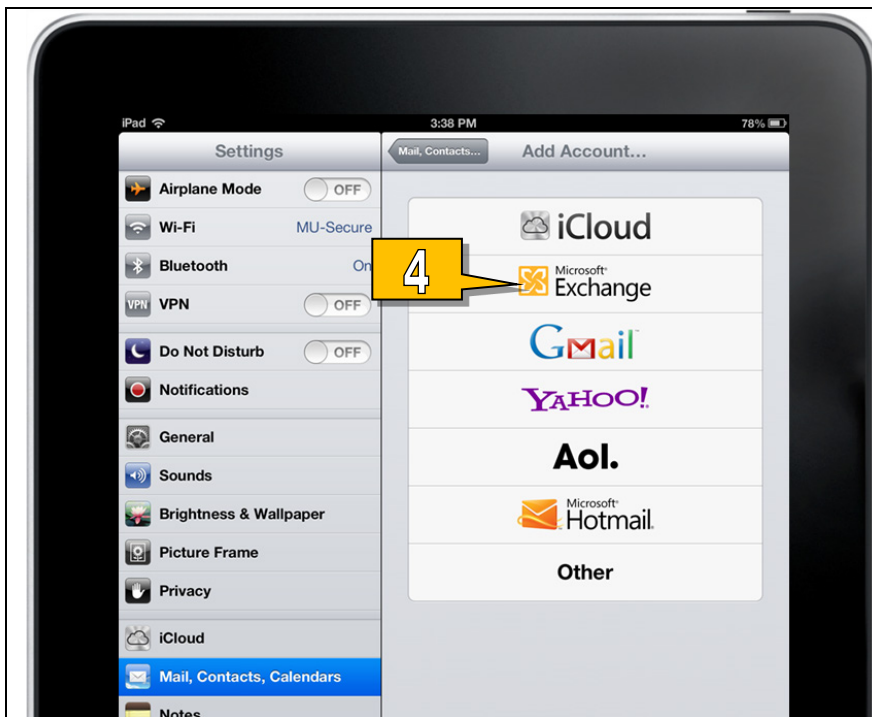
4. Tap on **Microsoft Exchange**.
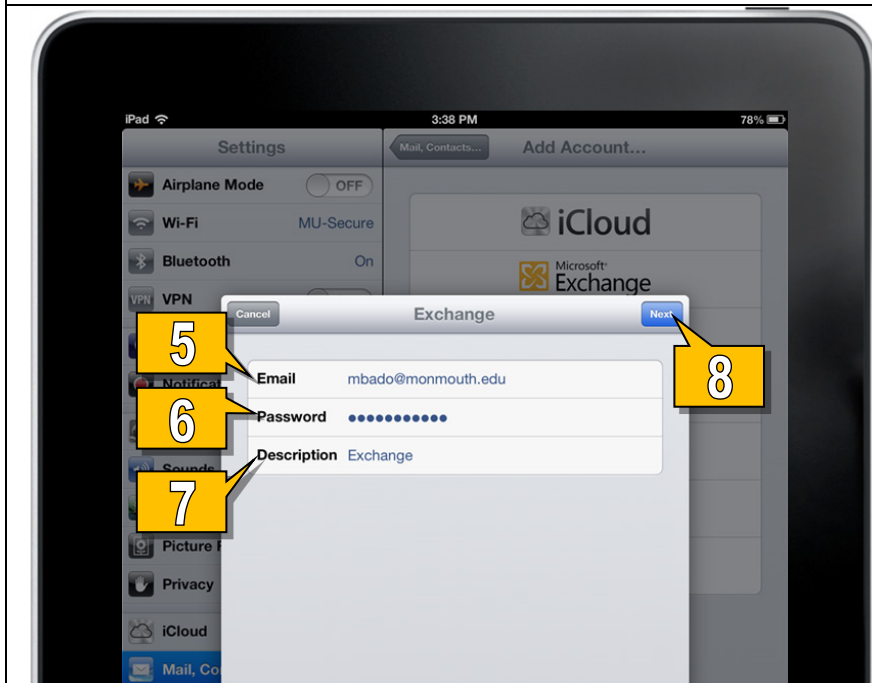
5. Type your **Monmouth University email address**.
6. Type your **Monmouth University password**.
7. Type a **description** for this account or leave it as the default.
8. Tap **Next**.

The **iPad** should automatically discover all the appropriate server settings. **If the auto-discovery succeeds**, you will see the screen displayed in **Step 14**.

If the settings **do not get automatically discovered**, you will be required to enter the server name as per **Step 9**.

	9. Type **exchange.monmouth.edu** into the **Server** field. 10. Type your **domain** (either **monmouth0** or **hawkdom2**) into the **Domain** field. 11. Type your **username** into the **Username** field. 12. Type your **password** into the **Password** field. 13. Tap **Next** to continue.
	14. Select which features you would like to **sync**. 15. Tap **Save**. Your **Employee Email** is now set up. Please allow several minutes for the email to be downloaded to your device.