


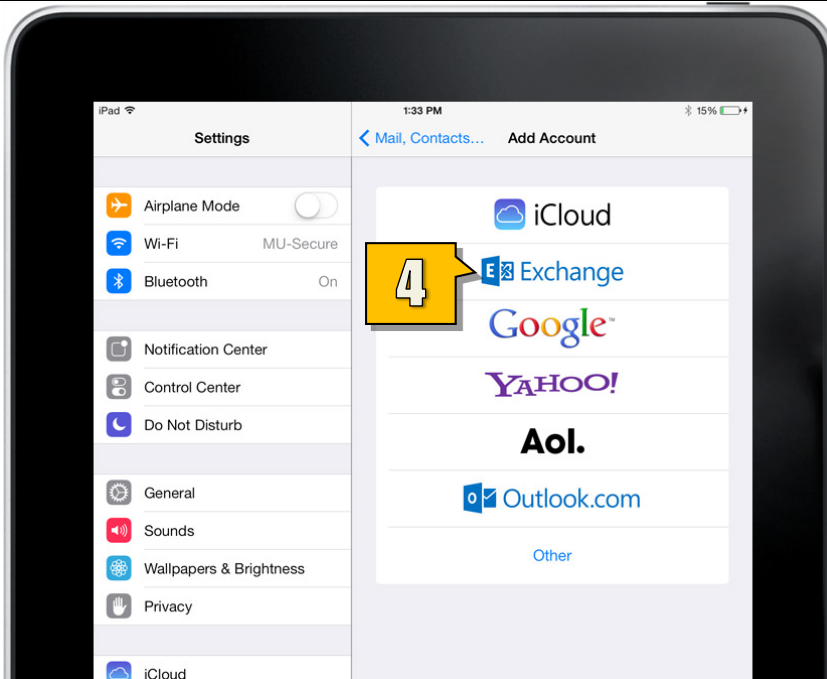
Standard Technology Onboarding Protocol

Setting up Employee Email on iOS 7 (iPad, iPad Mini, iPhone, iPod Touch)

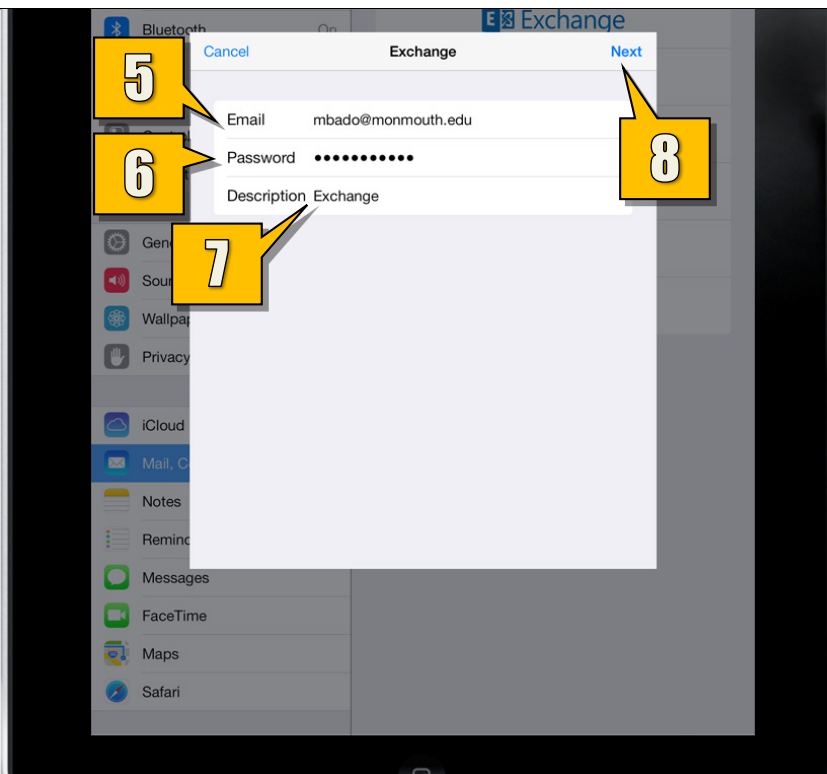
	<p>1. Tap the Settings icon.</p>
	<p>2. Tap on Mail, Contacts, Calendars. 3. Tap on Add Account...</p>

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4. Tap on **Microsoft Exchange**.



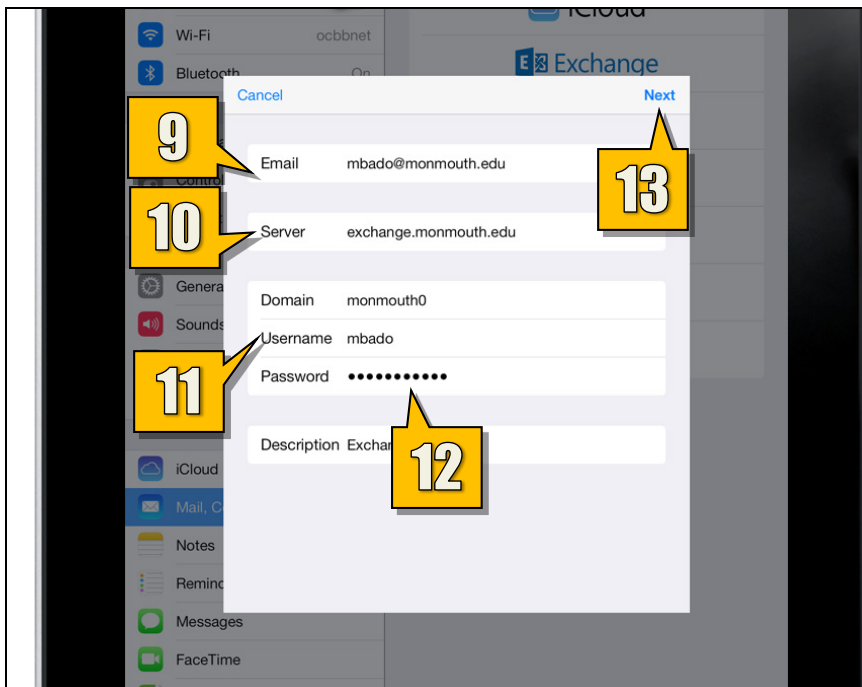
5. Type your **Monmouth University email address**.
6. Type your **Monmouth University password**.
7. Type a **description** for this account or leave it as the default.
8. Tap **Next**.



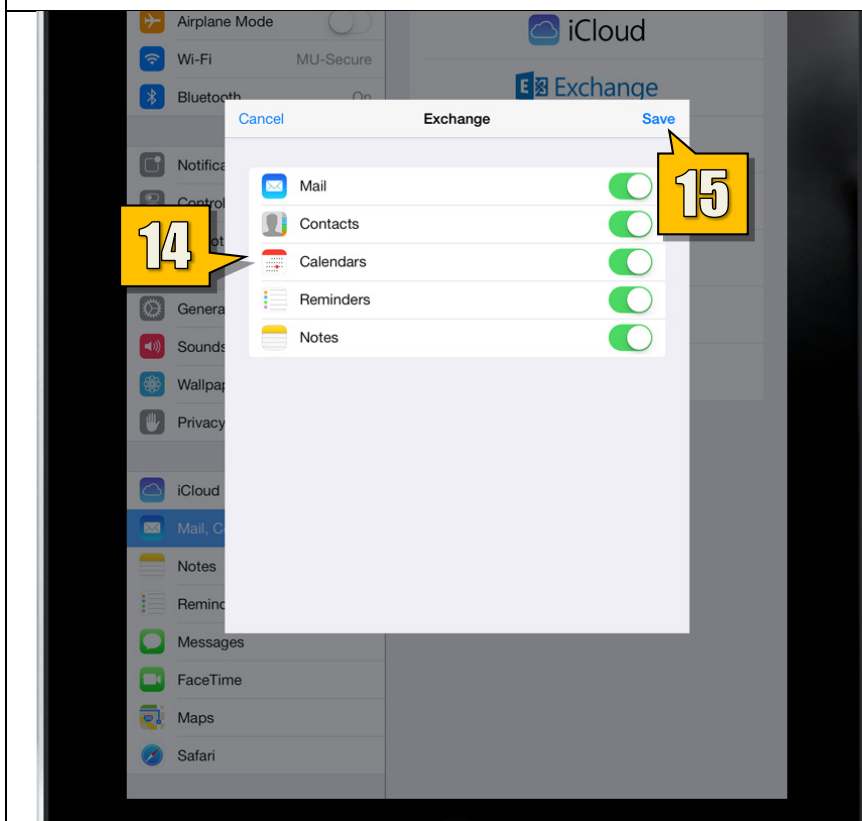
The **iPad** should automatically discover all the appropriate server settings. **If the auto-discovery succeeds**, you will see the screen displayed in **Step 14**.

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

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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.