

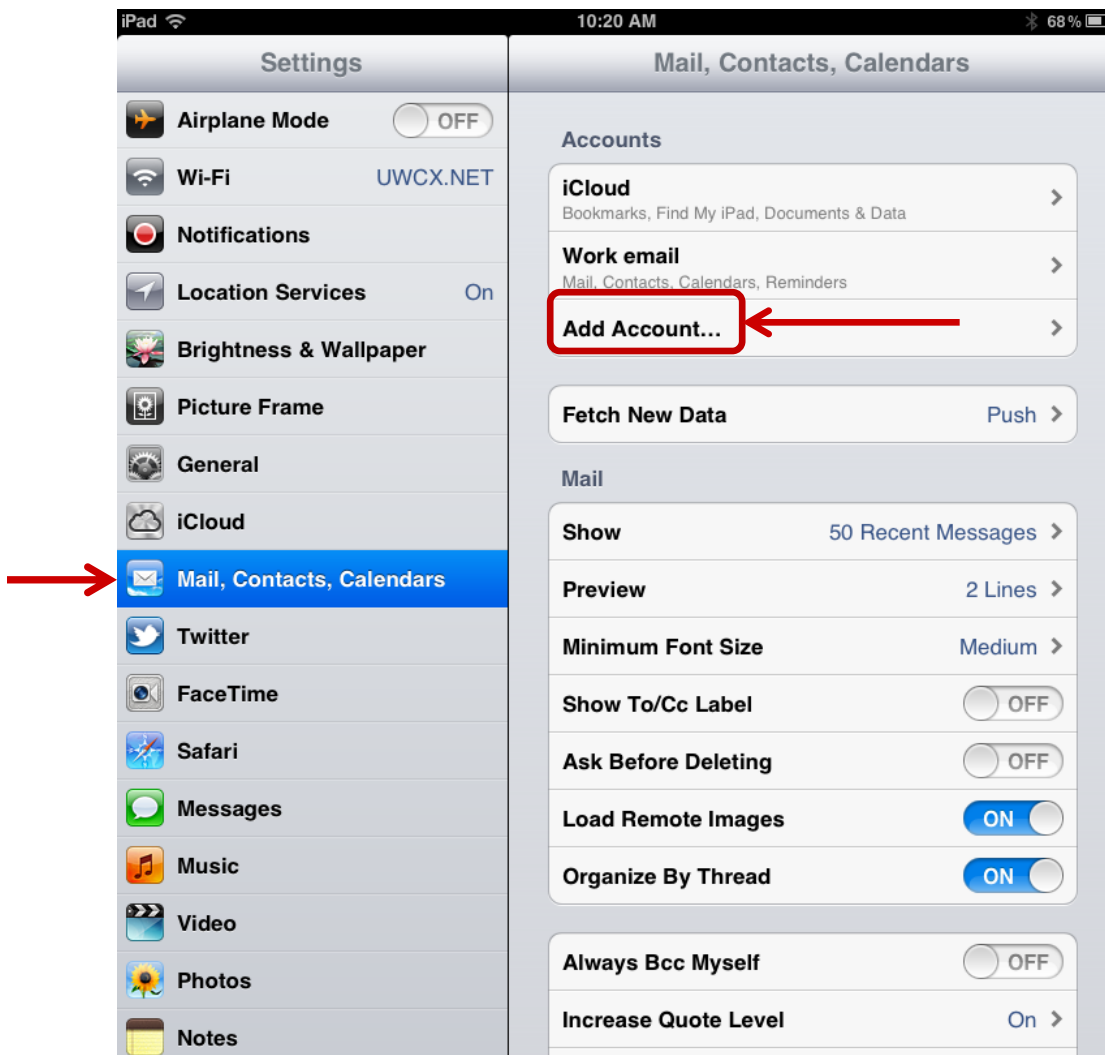
# Setting up a UWC Student email account on an Apple iPad

This guide describes the process used to configure UW Colleges Student email account on an Apple iPad.

As a courtesy brief instructions are also provided to configure Gmail, Yahoo Mail & AOL email accounts. This configuration is not supported by the UWCX-Central IT, Service Center.

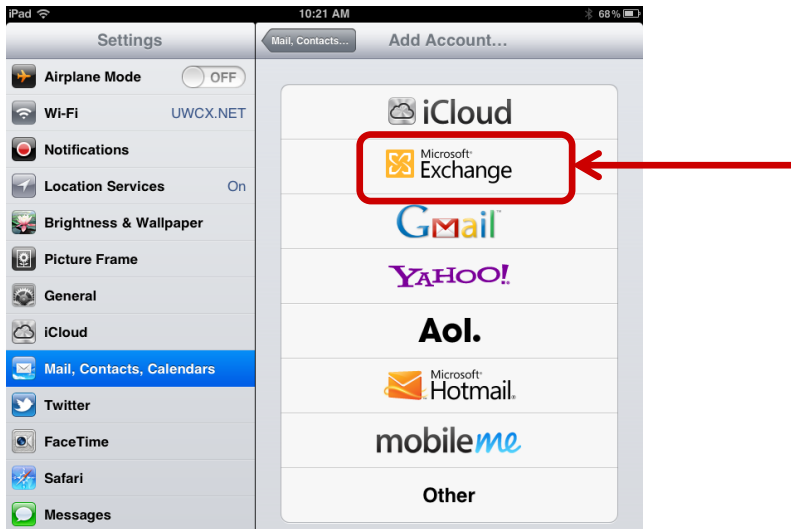
**IMPORTANT NOTE:** You must have an active Internet connection on the iPad before configuring your email account.

- From the main iPad screen tap Settings.
- Tap **Mail, Contacts, Calendars** from the menu displayed to select it.
- Tap **Add Account....**

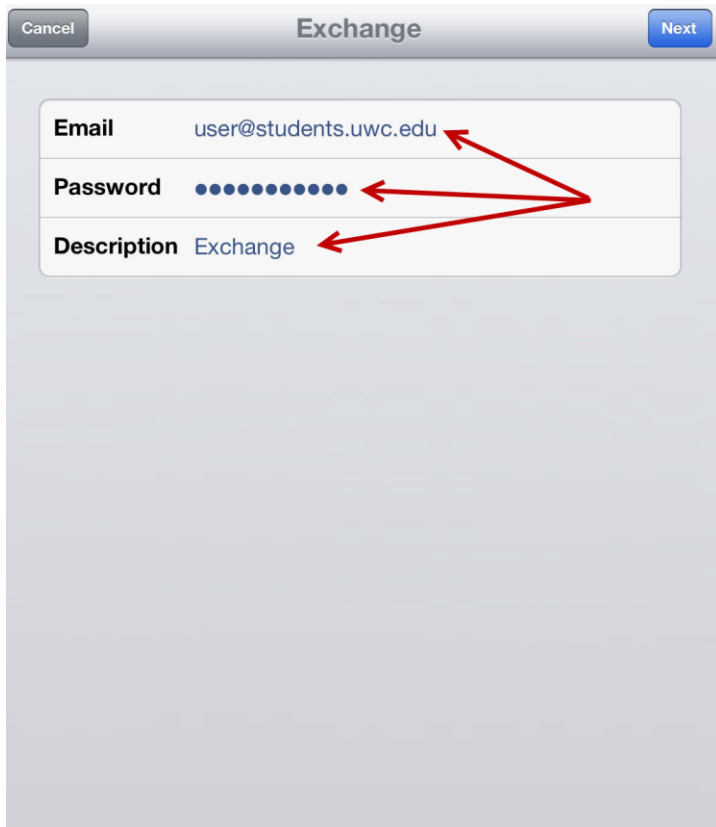


- Select **Microsoft Exchange**

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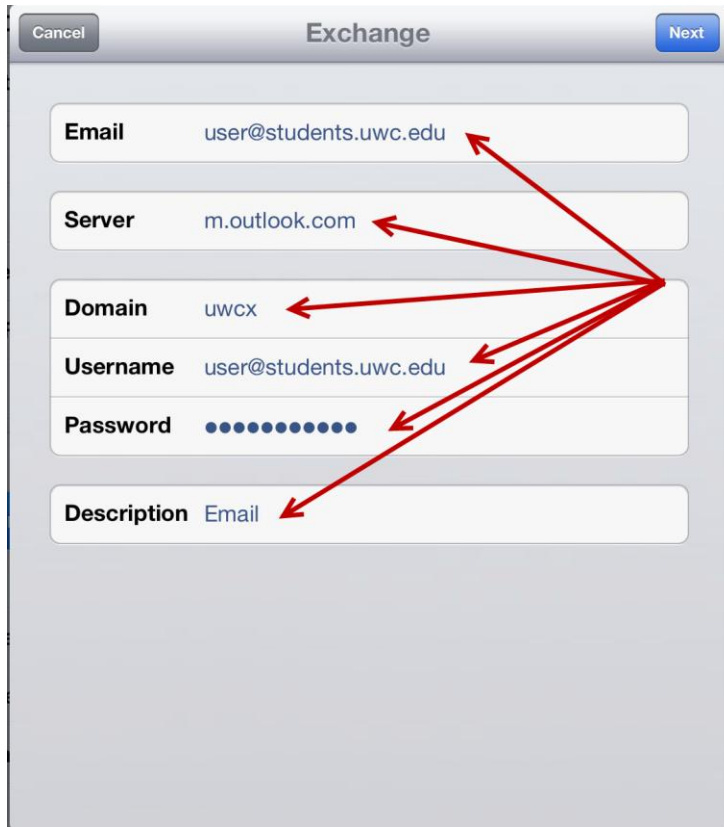
- The Exchange dialogue window opens.



- Enter your UW Colleges student email address
- In the Password dialogue box enter your password
- In the description dialogue box enter something meaningful to you for this email account, e.g., e.g., "Exchange email", "School email", etc.

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- At this point the remaining email settings may auto configure. If not fill in the requested information as shown.
  - if necessary, enter into the Server name dialogue box [m.outlook.com](https://m.outlook.com)



## Troubleshooting:

If it appears your email is not working in some cases I have found that closing and re-opening the Safari web browser jump starts the mailbox connection process. If you continue to have problems you should also try the following items:

- Recheck your email settings for errors
- Verify you have an active Internet connection
- Check your synchronization schedule to see if those settings might be causing a delay in checking for messages.
- Disconnect your iPad from the Internet and then reconnect it
- Power your iPad off and then power it back on.

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## Setting up a synchronization schedule for your email box:

- After you've set up your email account(s), you should determine how often you want to sync the data on your iPad to your email.
- To set up a sync schedule, select the email account, if you have more than one configured, which you wish to set up a synchronization schedule
- Tap **Settings > Mail, Contacts, Calendars > Fetch New Data**.
  - At the end of the "Fetch New Data" menu you can modify the number of Days to sync Mail and which Mail Folders to push.

## Setting up Gmail, Yahoo Mail and/or AOL email accounts on your iPad

- From the main iPad screen tap "Settings"
- Select "Mail, Contacts, Calendars"
- Select "Add Account..."
- Select Gmail, Yahoo Mail or AOL
- Enter your Name, email address, Password and Description (e.g., Personal email)
- If your account is found, you can send and receive emails immediately. If your account is not found check the settings you entered for accuracy.