

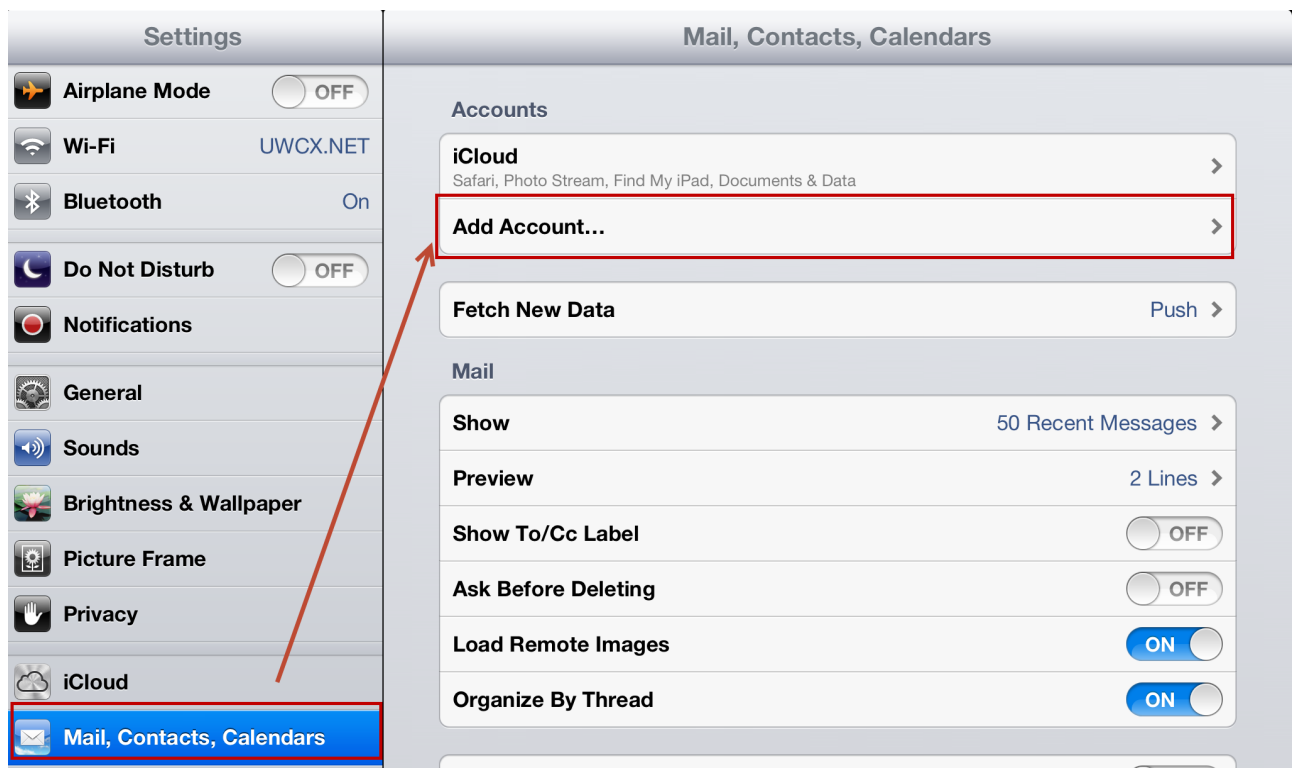
Setting up a UWCX email account on an Apple iPad

This guide describes the process used to configure a UWCX (UW Colleges or UW Extension) Exchange 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.

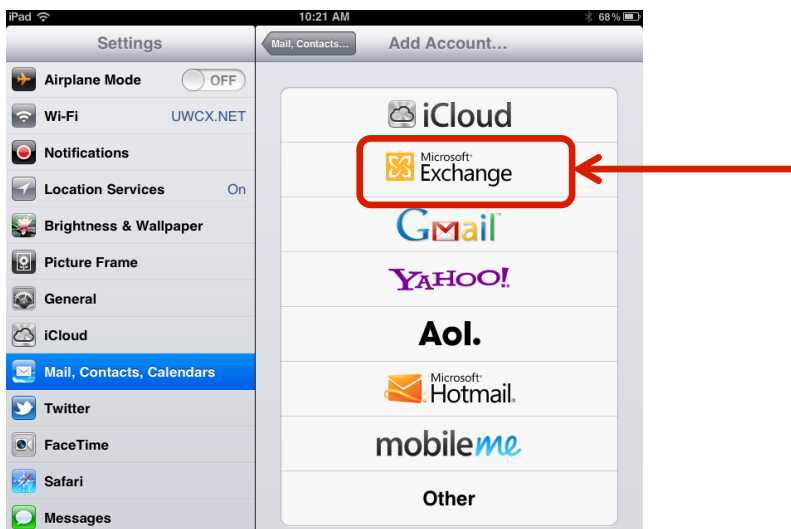
IMPORTANT NOTE: You must have an active Internet connection on the iPad before configuring your email account.

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

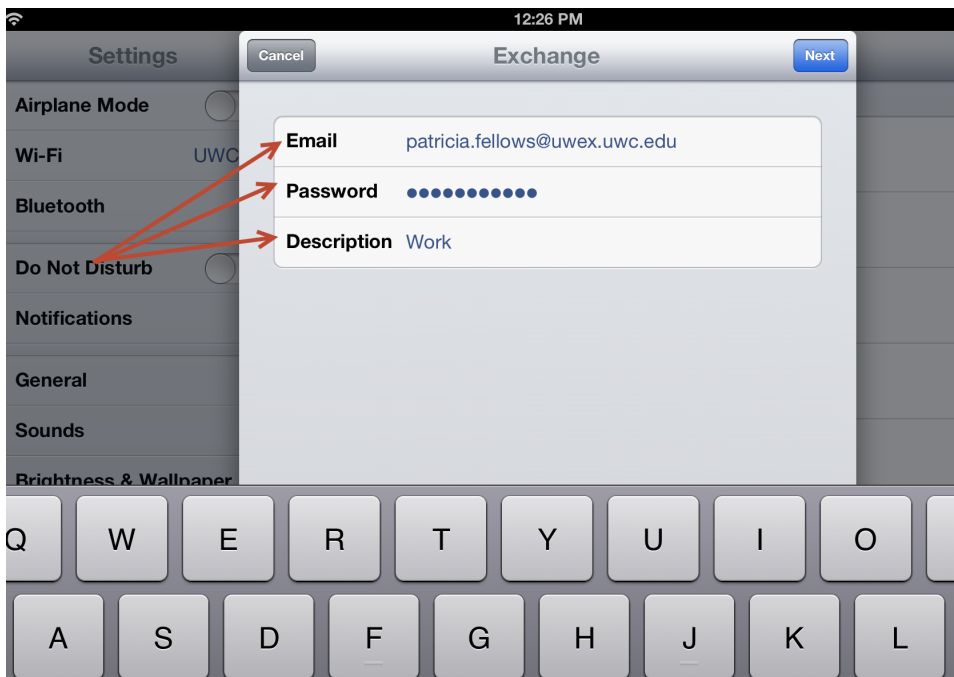


- Select **Microsoft Exchange**

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- The Exchange dialogue window opens.



- Enter your UW Colleges , UW Extension or UWC and UWEX account email address:
first.last@uwc.edu, or first.last@uwex.edu, or first.last@uwex.uwc.edu, etc.
- 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", "Work email", "UWCX email", "UWC email", or "UWEX email".

Setting up a UWCX email account on an Apple iPad

- You've set up your email account(s), next you determine which tools you want to sync with your iPad - Mail/Calendar/Contacts/Reminders



- 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.