As shown on an iPad, please note these directions will be similar on iPhones, iPods, and other mobile devices.



Select the "Settings" Icon

	iPad	হি	3:33 PM	96% 📼	þ
	Settings		Mail, Contact	ts, Calendars	
	-	Airplane Mode OFF	Accounts		
	?	Wi-Fi NSU	iCloud Inactive	>	1
	*	Bluetooth On	Add Account	> <	
	R	Cellular Data Off			
	C	Do Not Disturb OFF	Fetch New Data	Push >	
	•	Notifications	Mail		
	6	General	Show	50 Recent Messages >	
		Sounds	Preview	2 Lines >	
		Brightness & Wallpaper	Show To/Cc Label	OFF	
		Dicture Frame	Ask Before Deleting	OFF	
		Privacy	Load Remote Images		
	-	· ····································	Organize By Thread		
N	0	iCloud			
		Mail, Contacts, Calendars	Always Bcc Myself	OFF	
V		Notes	Increase Quote Level	On >	
		Reminders	Signature	Sent from my iPad >	
		Messages	Contacts		
		FaceTime	Sort Order	Last, First >	
	10	Maps	Display Order	First, Last >	
	×	Safari	My Info	None >	
	0	iTunes & App Stores	Calendars		
	5	Music	New Invitation Alerts	ON O	

#### Select "Mail, Contacts, Calendars", then select "Add Account..."

#### Select Microsoft Exchange



#### Enter your email address and password, then select "Next"



You will be asked for additional information:

For Server, enter: exchange.nova.edu

For Username, enter: nova\_law\username

Once this information is entered, select "Next".

M Verizon 3G	C 9:53 AM			🗎 85% 🎟
Settings	Mail, Conta	cts	Add Account	
Airplane Mode	ancel	Exchange	Ne	
🛜 Wi-Fi				
Bluetooth	Email	lawtestuser@nsu.law.nov	ra.edu	
Cellular Data	(			
C Do Not Disturb	Server	exchange.nova.edu		
Notifications	Domain	Optional		
General	Username	nova_law\lawtestuser		
5 Sounds	Password	•••••		
Brightness & Wallpaper	Description	nsu.law.nova.edu		
Picture Frame				
Privacy				
iCloud				
Mail, Contacts, Calendar				
Notes				
Reminders				

## If the configuration is successful, you should see check boxes next to the fields:

uL_Verizon 3G		€ 9:53 AM		85%
Settings	Mail, Conta	acts A	dd Account	
Airplane Mode		Exchange	_	
🛜 Wi-Fi	_	Exonange		-
Bluetooth	Email	lawtestuser@nsu.law.nova.e	edu 🗸	
Cellular Data				
C Do Not Disturb	Server	exchange.nova.edu	✓	
Notifications	Domain	Optional	✓	
General	Username	nova_law\lawtestuser	~	
Sounds	Password	•••••	✓	
Brightness & Wallpaper	Description	nsu.law.nova.edu	~	
Picture Frame				
Privacy				
iCloud				
Mail, Contacts, Calendar				
Notes				
Reminders				

At this point, you can select what features you would like to sync on your device. Click "Save" to finish the process.

iPad	(;		3:35 PM		96% 📟
	Sett	ings	Mail, Contacts	Add Account	
*	Airplane Mod	le OFF			
?	Wi-Fi	NSU		🖾 iCloud	
*	Bluetooth	On		Microsoft Exchange	
Ŕ	Cellular	ncel	Exchange	Save	
C	Do Not E				
	Notificat	Mail		ON	
	General	Contacts		ON	
->)	Sounds	Calendars			
	Brightne	Reminders		ON	
2	Picture F				
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	Message				
	FaceTim			_	
	Maps				
A.	Safari				
$\odot$	iTunes & App	Stores			
1	Music				

## The Exchange account will now be added to "Mail, Contacts, Calendars"

iPad 🗢	3:35 PM 96% 📼
Settings	Mail, Contacts, Calendars
Airplane Mode OFF	Accounts
Wi-Fi NSU	iCloud >
Bluetooth On	Exchange
Cellular Data Off	Mail, Contacts, Calendars, Reminders
C Do Not Disturb	Add Account
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	Load Remote Images
Mail. Contacts. Calendars	Organize By Thread
Remindere	
	Signature Cont from my iBad >
	Default Account
	Messages created outside of Mail will be
Maps	sent from the default account.
Safari	Contacts
iTunes & App Stores	Sort Order Last, First >
💋 Music	Display Order First, Last >

# You can begin accessing your Exchange account now by selecting "Mail".

