

Subject: MS Exchange Account on an iOS device

Solution: To add mailbox perform the following steps:

1. Go to Settings – Mail, Contacts, Calendar
2. Choose option of “New Account” and the choose “Microsoft Exchange”
3. Will prompt for your email address and password, input your full long email address (i.e. firstname.lastname@shu.edu) and your PirateNet password. Hit Next.
4. Will then prompt for more information:

Server: mail.shu.edu

Domain: <leave blank>

Username: SHU\<shortname>

Hit Next.

5. After validating the setting entered you will be prompted with what you wish to sync to your device, please choose according to personal preference.