Setting up Asbury University Email on iOS 7 or later

Overview
This document describes the process of setting up access to your Asbury University email account on your **iOS Device** (iPhone, iPod Touch or iPad) for iOS 7 or later. **Please note** that the Help Desk recommends you be running the latest version of the iOS software before attempting this connection.

Instructions
1. From the **Home** screen **TAP** the **Settings** icon.
2. On the **Settings** screen, **TAP** **Mail, Contacts, Calendars**.
3. Now **TAP** “**Add Account**.”
4. To set up an Asbury University Email Account, **TAP** **Exchange**.
5. You will first be prompted to **INSERT** your Asbury University email address and password, and a description for the account.
   - **Email**
     - *Your Asbury email address*
   - **Password**
     - *Your account password*
   - **Description**
     - *Asbury Email*
6. Now **TAP** **Next**. Fill in the rest of the fields according to the information below.
   - **Server**
     - *outlook.office365.com*
   - **Domain**
     - *(leave blank)*
   - **Username**
     - *Your Asbury email address*
7. **TAP** **Done**. Your device will locate your email account. You will be asked to choose whether or not you would like to sync your **Mail, Contacts, Calendars and Reminders**. When you have chosen which items you would like to sync, **TAP** **Save** at the top.
8. If you experience any difficulties, please contact the Help Desk using the information below.

For more information on this or other topics, contact the Asbury University Help Desk by email (**helpdesk@asbury.edu**) or by phone at (859) 858-3511 ext. 2177