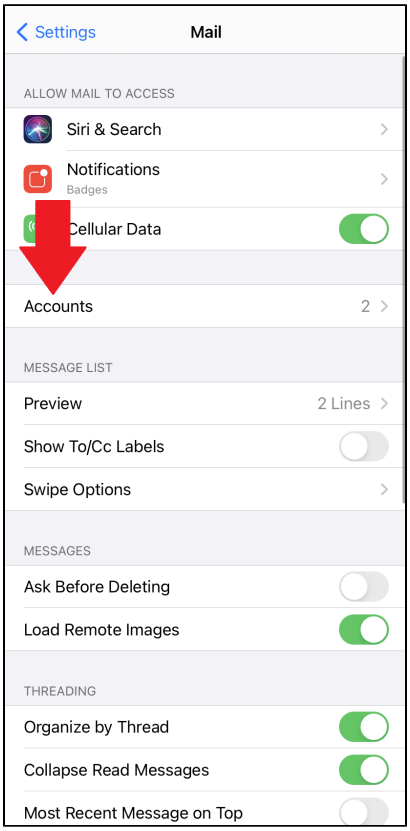
Setup SU email on iPads and iPhones

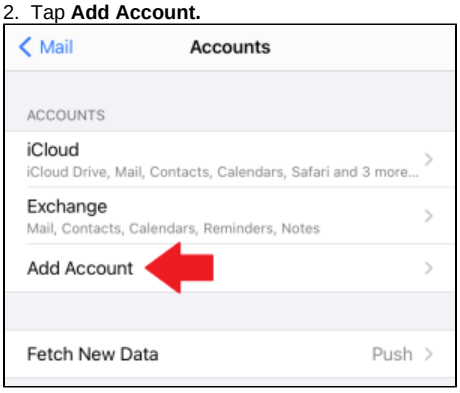
SU Students, Faculty and Staff can use the built-in Mail program available in all iPhones and iPads to check SU email as well as synchronize calendars and contacts using Microsoft Exchange. General instructions on how to set up your email on your iOS device are provided below. Please note that your individual instructions may vary slightly due to variations between various models of devices as well as changed in different versions of the iOS(operating system).

Alternatively you may install the Outlook App for email access.

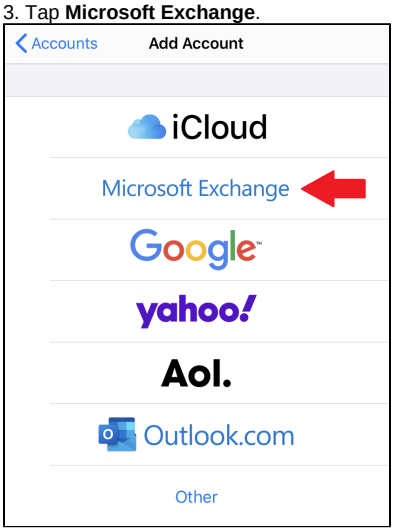
1. To begin, first open your **Settings** and select **Mail** then **Accounts.**



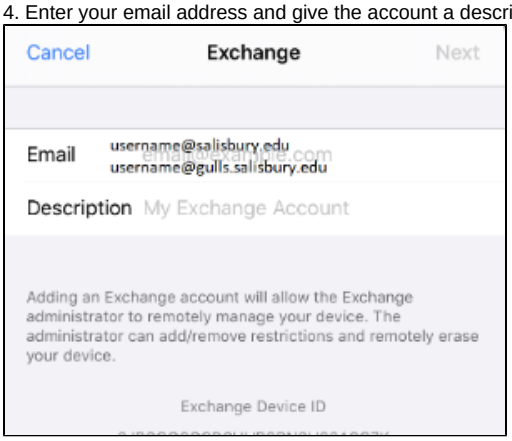
2. Tap **Add Account.**



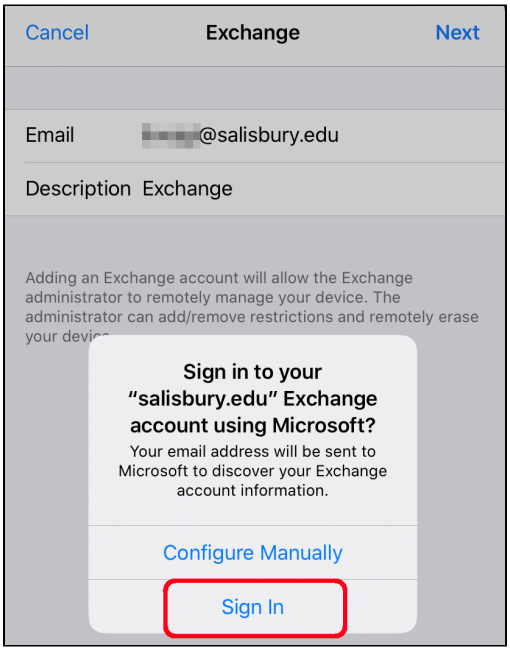
3. Tap **Microsoft Exchange**.



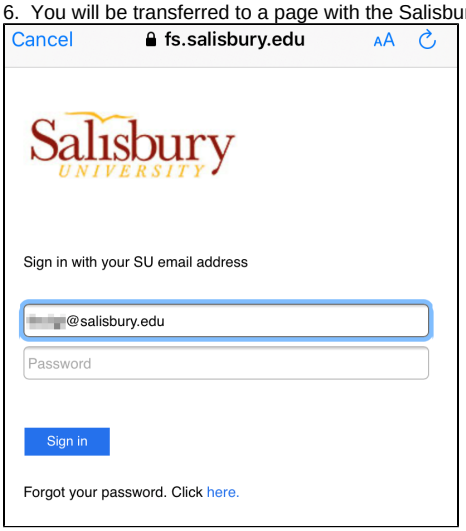
4. Enter your email address and give the account a description, then tap **Next**.



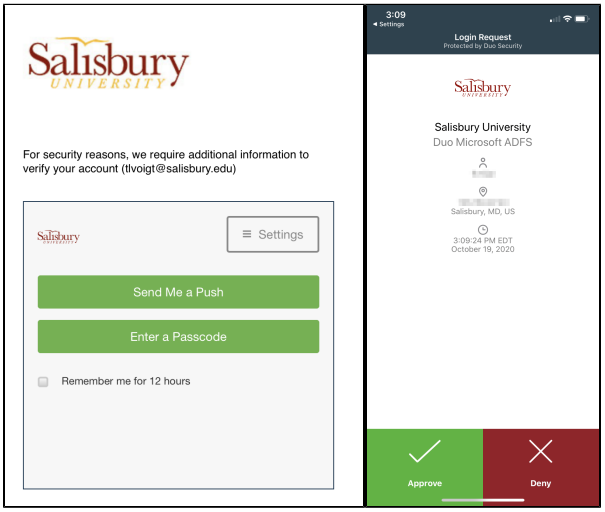
5. When prompted "Sign in to your Salisbury.edu Exchange account using Microsoft?" select **Sign In.**



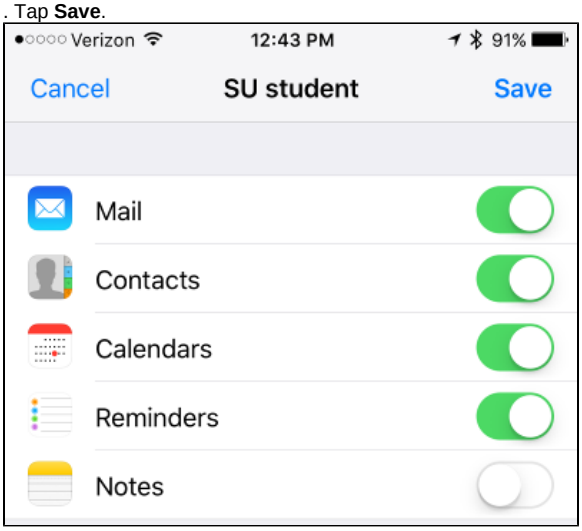
6. You will be transferred to a page with the Salisbury University logo; enter your password and then select **Sign In**.



7. When prompted authenticate with DUO using either the push or passcode option.



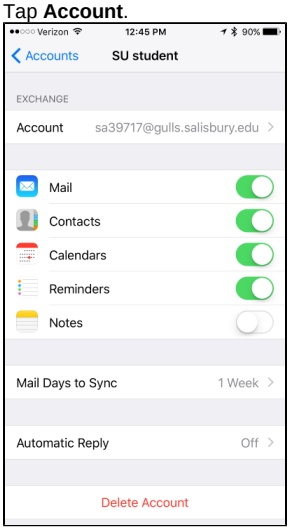
8. Go back to your settings and you will see a screen where you can toggle synchronization options for **Mail**, **Contacts**, **Calendars**, **Reminders** and **Notes** . Tap **Save**.



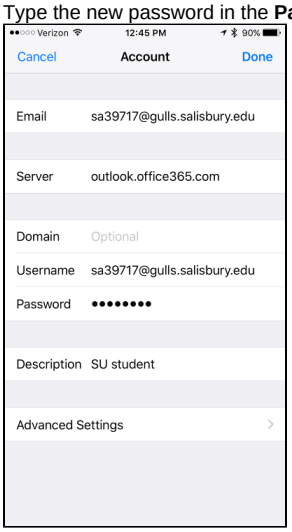
Note: When your password expires or changes, you will need to change your password in the Mail app on your device. Failure to do so will result in your SU account becoming locked until the password is changed in the app.

To change the password in your Mail app, open your Settings app and tap **Passwords & Accounts**.

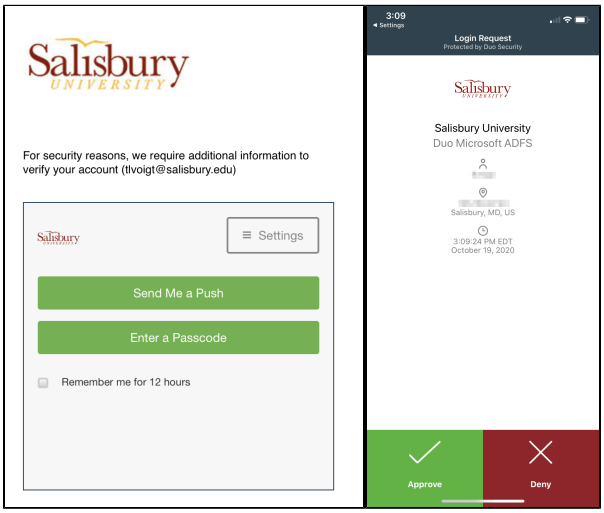
1. Select the **Account** you wish to modify.
2. Tap **Account**.



3. Type the new password in the **Password** field, then tap **Done**.



4. When prompted authenticate with DUO.



5. If the password fails to update on the account, you can also choose to **Delete** the account and then add it again using the steps above.

Related articles

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