# 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.

< Set	ttings	Mail	
ALLO'	W MAIL TO ACCESS		
	Siri & Search		>
C	Notifications Badges		>
«	Cellular Data		
Acco	ounts		2 >
MESS	AGE LIST		
Prev	iew		2 Lines >
Show	v To/Cc Labels		
Swip	e Options		>
MESS	AGES		
Ask	Before Deleting		
Loac	Remote Images		
THRE	ADING		
Orga	nize by Thread		
Colla	apse Read Messa	ges	
Mos	t Recent Messag	e on Top	

### 2. Tap Add Account.

< Mail	Accounts	
ACCOUNTS		
iCloud iCloud Drive, Mail	, Contacts, Calendars, Safari and 3 r	> nore
Exchange Mail, Contacts, Ca	alendars, Reminders, Notes	>
Add Account	<b>+</b>	>
Fetch New Da	ta F	ush >



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.

Cancel	fs.salisbury.edu	AA Č
Sali	sbury ERSITY	
Sign in with ye	our SU email address	
@salisl	bury.edu	
Password		
Sign in		
Forgot your pa	assword. Click here.	

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

Salisbury	3:09 ◄ Settings Login Request Protected by Duo Security	
UNIVERSITY Y	Salisbury	
For security reasons, we require additional information to verify your account (thvoigt@salisbury.edu)	Salisbury Universi Duo Microsoft ADP	ty ≓S
	Salisbury, MD, US	
Salidaury E Settings	3:09:24 PM EDT October 19, 2020	
Send Me a Push		
Enter a Passcode		
Remember me for 12 hours		
		$\checkmark$
	Approve	Deny

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 Tan Save

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Cano	cel	SU student	Save
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	Calenda	rs	
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	Notes		$\bigcirc$

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.

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

🐽 😳 Verizon 🗢	12:45 PM	🔺 💲 90% 🎟 🕨
Cancel	Account	Done
Email	sa39717@gulls.salis	bury.edu
Server	outlook.office365.cd	om
Domain	Optional	
Username	sa39717@gulls.salis	bury.edu
Password	•••••	
Description	SU student	
Advanced Se	ettings	>

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.

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