

Configuring Email for Native Mail App

iOS devices (Faculty and Staff)

Introduction

On your iPhone or iPad, it is possible to send and receive emails from your Towson University account. This self-help document will step you through how to perform this action.

Configuring your Email

1. From the **Home** screen, press the **Settings** application.

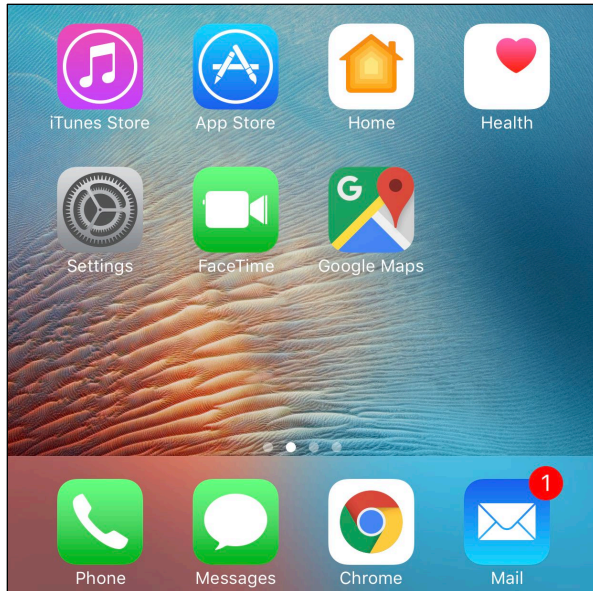


Figure 1

2. Scroll down and press **Passwords & Accounts**.

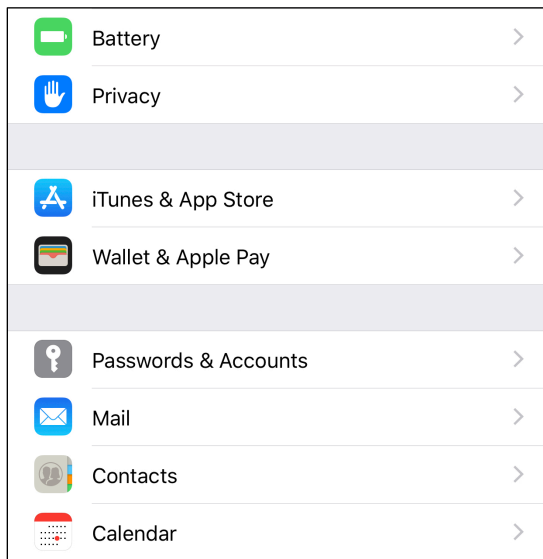


Figure 2

3. Press **Add Account**.

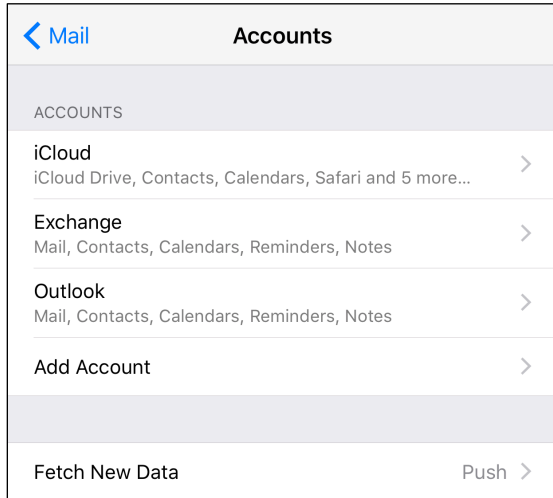


Figure 3

4. Press **Exchange**.

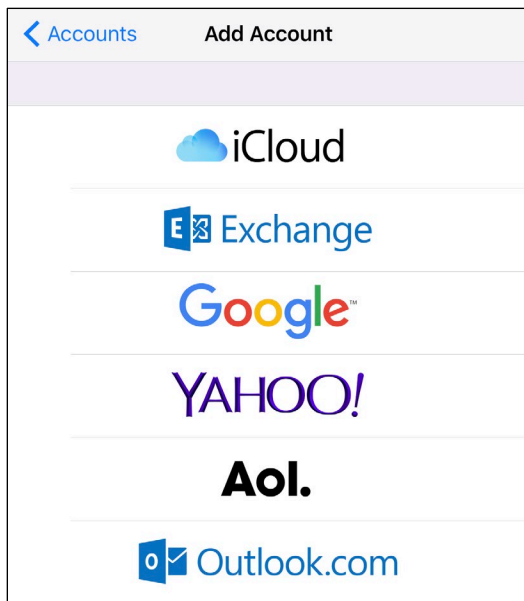


Figure 4

- 5. Beside **Email**, enter your Towson University email address.
- 6. Beside **Description**, enter a name for your mailbox.
- 7. Press **Next** in the upper right-hand corner.

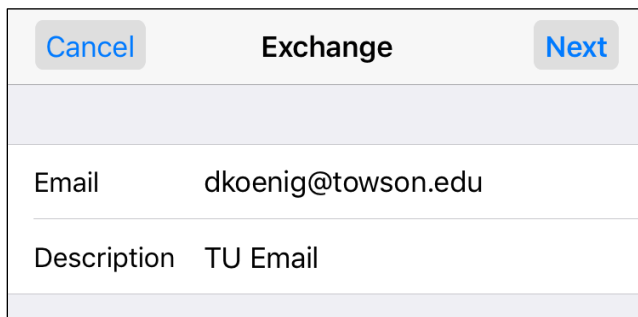
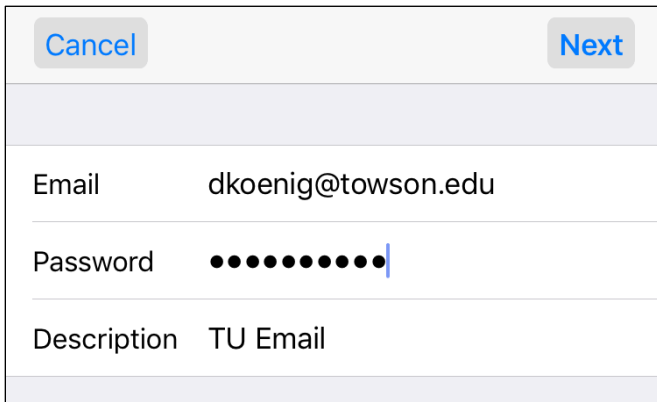


Figure 5

Configuring Email Native App: iOS Devices (Faculty and Staff)

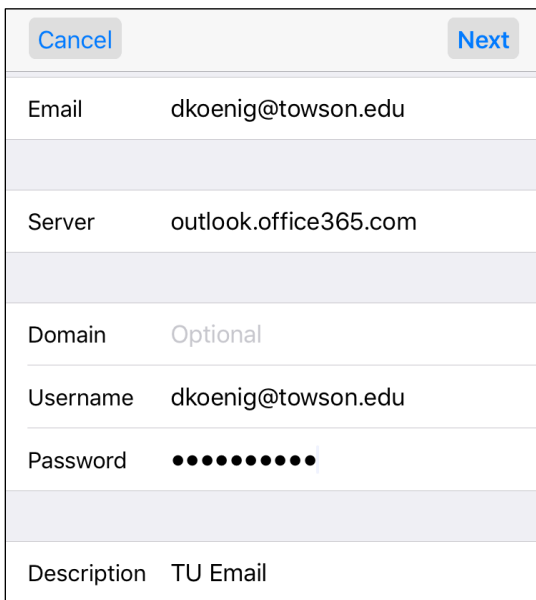
- The **Password** field will appear. Enter your password to your Towson University email.
- Press **Next**.



A screenshot of an iOS email configuration screen. At the top, there are two buttons: "Cancel" on the left and "Next" on the right. Below the buttons, there are three input fields. The first field is labeled "Email" and contains the text "dkoenig@towson.edu". The second field is labeled "Password" and contains ten black dots, with a vertical cursor at the end. The third field is labeled "Description" and contains the text "TU Email".

Figure 6

- The **Server Settings** screen will appear. Beside **Server**, enter **outlook.office365.com**.



A screenshot of the "Server Settings" screen in an iOS email configuration app. At the top, there are two buttons: "Cancel" on the left and "Next" on the right. Below the buttons, there are several input fields. The first field is labeled "Email" and contains "dkoenig@towson.edu". The second field is labeled "Server" and contains "outlook.office365.com". The third field is labeled "Domain" and contains "Optional". The fourth field is labeled "Username" and contains "dkoenig@towson.edu". The fifth field is labeled "Password" and contains ten black dots, with a vertical cursor at the end. The sixth field is labeled "Description" and contains "TU Email".

Figure 7

- Beside **Username**, enter your Towson University email address.
- Beside **Password**, enter your Password to your Towson University email.

13. Press **Next**.

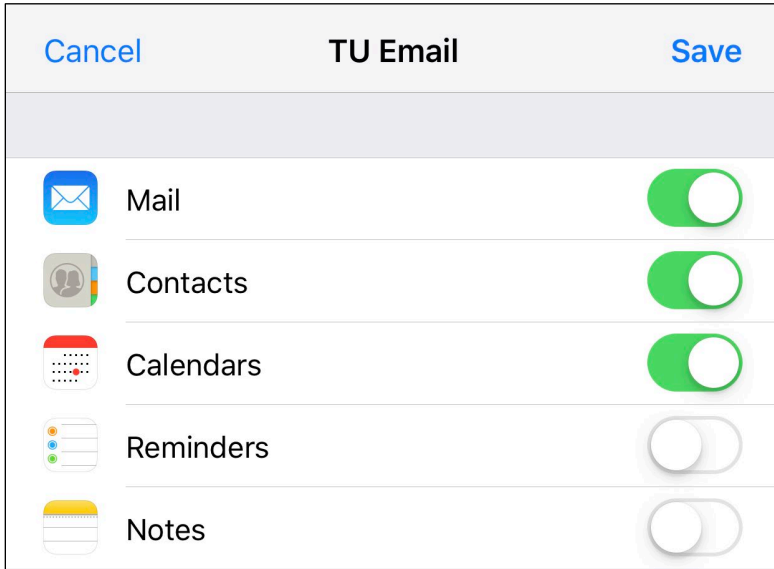


Figure 8

14. You are then given the option of choosing what you would like to sync with Exchange: **Mail**, **Contacts**, **Calendars**, **Reminders**, and **Notes**. (You may want to turn off Contacts, Reminders, and Notes.) Keep in mind that you can have multiple email accounts on the iPhone or iPad simultaneously, but you can only have one set of Contacts and only one Calendar. Press **Save** to finalize your changes, your mail will automatically download.