

LSUA EMAIL - iPhone SETUP

STEP 1

If you're setting up an email account for the first time on your iPhone simply touch the Mail icon on the Home screen. If you're adding an additional account, touch the **Settings** icon on the Home screen, select **Mail, Contacts, Calendars** and select **Add Account**.

STEP 2

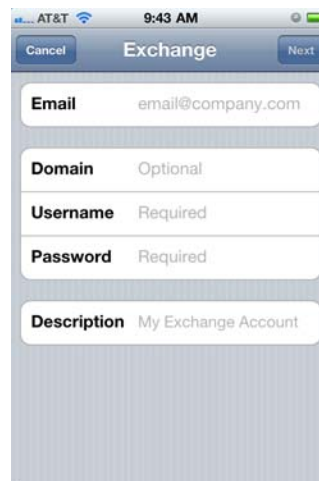
Select **Microsoft Exchange**

STEP 3

Enter your LSUA account information in the following fields:

- **Email:** *your lsua email address*
ex: username001@lsua.edu
- **Username:** *your lsua username*
ex: username001
- **Password:** *your lsua password*
- **Description:** LSUA Account

Click **Next**

A screenshot of an iPhone's 'Exchange' account setup screen. The status bar at the top shows 'AT&T', signal strength, Wi-Fi, and the time '9:43 AM'. The screen has a 'Cancel' button on the left and a 'Next' button on the right. Below the title 'Exchange', there are four input fields: 'Email' with the placeholder 'email@company.com', 'Domain' with 'Optional', 'Username' with 'Required', and 'Password' with 'Required'. At the bottom, there is a 'Description' field with the placeholder 'My Exchange Account'.

STEP 4

You may receive a message stating "**Can't verify the identity of the server**". If you don't receive this message skip to step 5. If you do receive this message click **Cancel** on the popup box. A new field will appear in the list of previous fields called **Server**. Enter: **mail.lsua.edu**

Click **Next**

STEP 5

Set your account to sync with Mail & Calendars by setting the switch to **ON**. We do not recommend syncing Contacts, turn this switch to **OFF**.

Click **Save**.