

## iPhone / iPad

1. Tap Settings > Mail, Contacts, Calendars > Add Account.
2. Tap Microsoft Exchange.
3. Tap in the E-mail box and enter your full e-mail address (for example, [jane\\_doe@my.hnu.edu](mailto:jane_doe@my.hnu.edu)).
4. Tap in the Username box and enter your full e-mail address again (for example, [jane\\_doe@my.hnu.edu](mailto:jane_doe@my.hnu.edu)).
5. Tap in the Password box and enter your password (your 7-digit student ID).
6. Optionally, tap in the Description box and enter a short description for the account (eg. Jane at HNU).
7. Tap Next on the upper right corner of the screen.
8. Tap in the Server box and enter your server name (HNU Students: use m.outlook.com) and then tap Next.
9. Tap Next.
10. Choose the type of information you want to synchronize. By default, Mail, Calendar, and Contacts are all turned on. To turn off synchronization for a type of information, tap and slide the switch to OFF.
11. Tap Save.