

Set up email on an iPhone or iPad (iOS device)

Set up email in the iOS Mail app

1. Go to **Settings**, scroll down to **Mail, Contacts, Calendars**, and then tap **Add Account**.
2. Select **Exchange**.
3. Enter your full email address, such as *username@marymountcalifornia.edu*. Add your password and a description of your account and then tap **Next**.
4. Choose the apps you want your email account to sync with your iOS device and then tap **Save**. Your email account is now ready for use with the iOS Mail app.