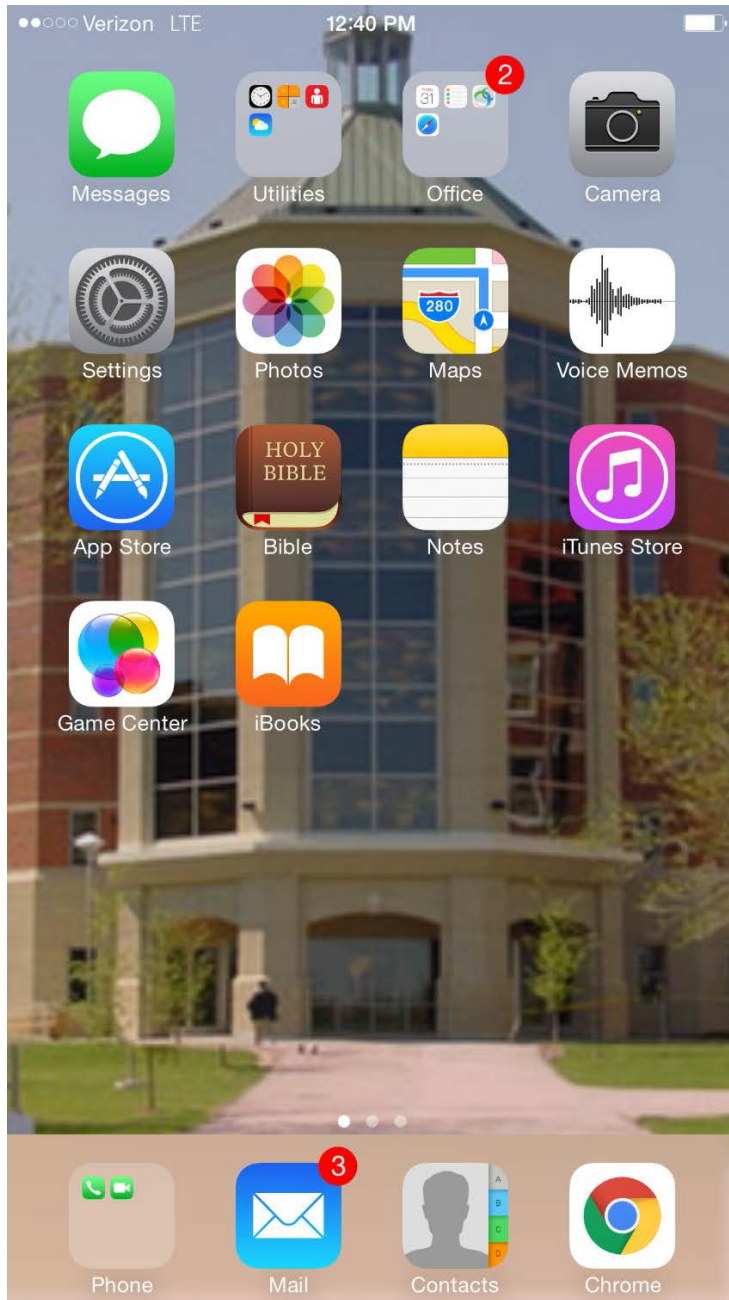




How to Setup Email on an iOS Device

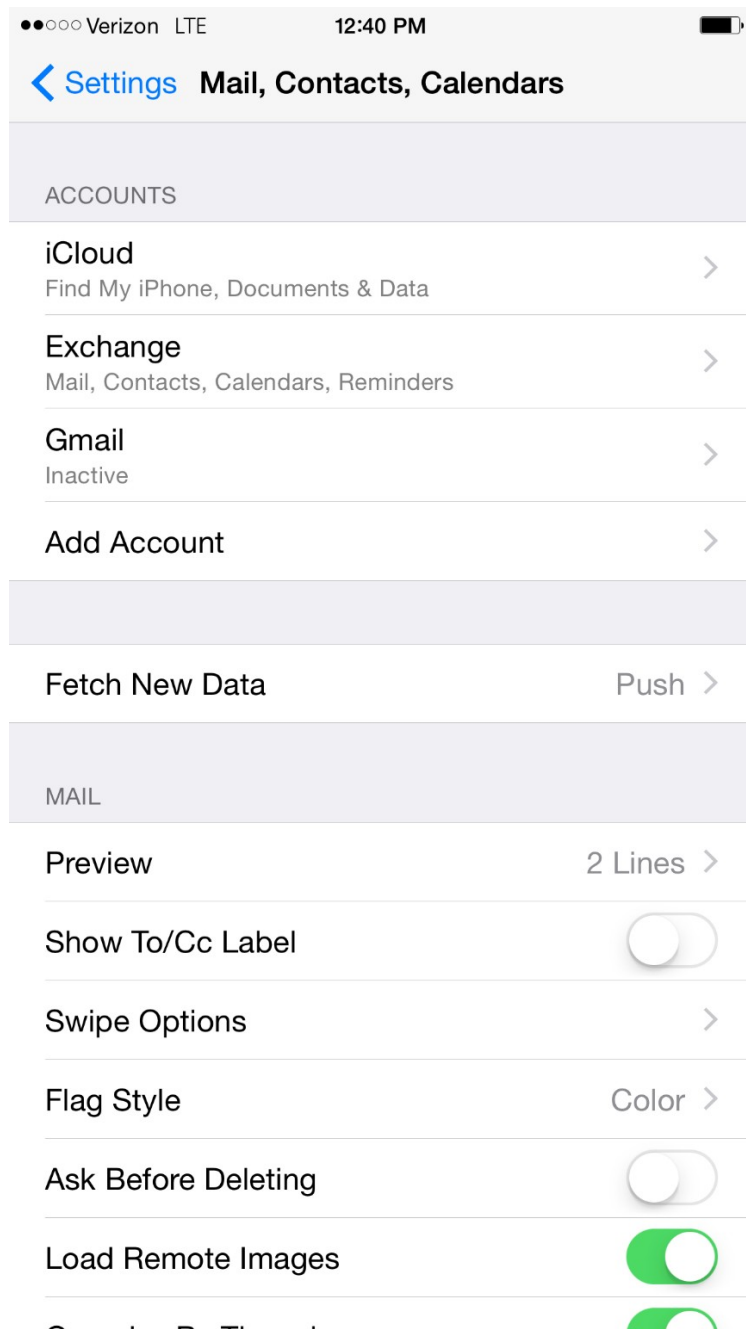
1. Navigate to your settings App on your iPad or iPhone, which looks like a Set of Gears



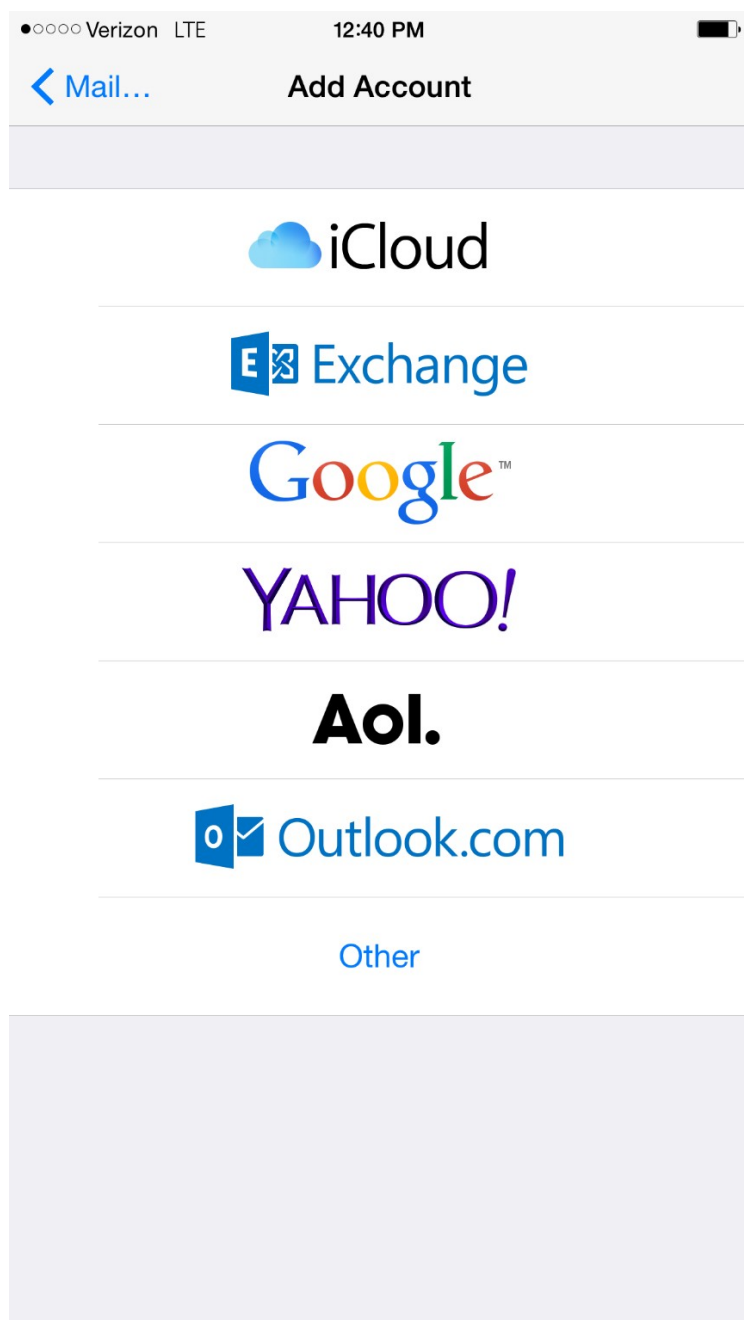
2. In the settings app scroll to “Mail Contacts and Calendars”



3. In the Mail section Select **"Add Account"**



4. In the “add account” section select Exchange



5. The first screen in **“Exchange”** will request your account information. Type in your:
- email address
 - Password
 - Any Description can be entered. The default is Exchange

The image displays two side-by-side screenshots of an iPhone's 'Exchange' account setup screen. Both screenshots show the status bar at the top with 'Verizon LTE' and '12:41 PM'. The screen has a title bar with 'Cancel', 'Exchange', and 'Next' buttons. Below the title bar are three input fields: 'Email', 'Password', and 'Description'. The 'Email' field contains 'email@company.com' in the left screenshot and 'gremson@ben.edu' in the right. The 'Password' field is labeled 'Required' in the left and shows masked characters in the right. The 'Description' field contains 'My Exchange Account' in the left and 'Exchange' in the right. Below these fields is a large light gray box containing the text 'Exchange Device ID' and '8K4QE9POGL0QR2650ORI8RCIHO'. In the right screenshot, a standard iOS keyboard is visible at the bottom, with the 'Password' field being active.

See Note at the Bottom of page 6 for user ID and password information

6. This will expand the window and you will have to fill some more information:

- a. For server type "outlook.office365.com"
- b. For user name enter your username
- c. Re-Type your password

See Note at the Bottom of this page for user ID and password information

Cancel Account Done

Email fchristian@ben.edu

Server outlook.office365.com

Domain Optional

Username fchristian@ben.edu

Password ●●●●●●●●

Description BEN

Advanced Settings >

****Note**

The username for staff and faculty would be **the first letter of your first name and your last name.**

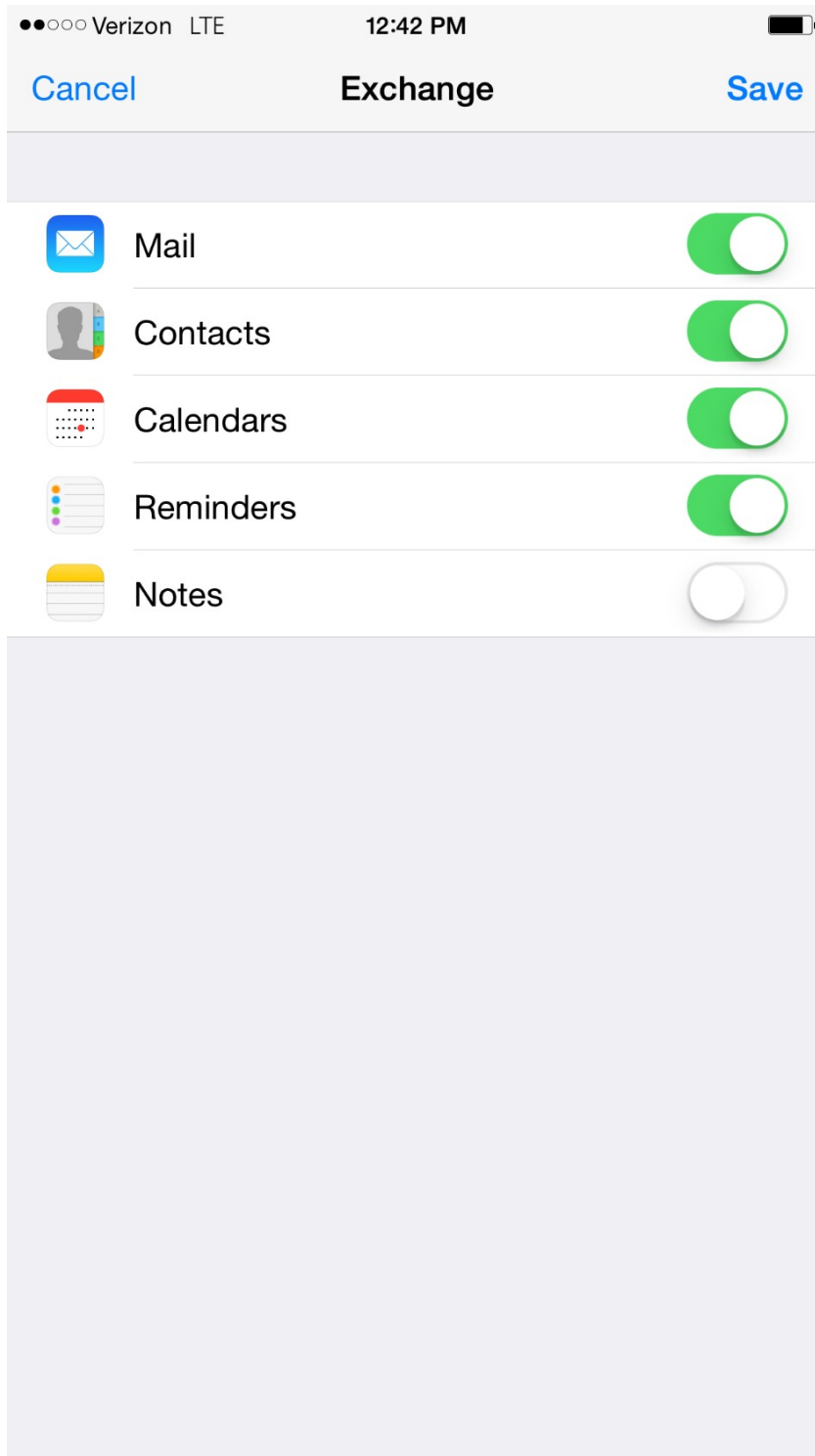
The username for students would be your **BenU ID (7 digit number)** with the "b" in front.

Your password is the same while logging on across campus. If you forget your password you can reset it at **the password reset page** on the Benedictine website:

For Staff\Faculty <http://www.ben.edu/setpswd/staff.cfm>

For Students <http://www.ben.edu/setpswd/student.cfm>

7. At the final screen you can select which information you want downloaded to your mobile device. Click on **save** and your account creation is completed



1. Please visit the **Help Desk** located in room 228 of Kindoln if you need further assistance or contact them at 630-829-6684 and helpdesk@ben.edu

