iPad, iPhone, iTouch Rockets email configuration

1. Once logged in your iOS device, go under “Settings” and then choose “Mail, Contacts, Calendars.” Under there, you will see an option to “Add Account.” Choose that option and you should see a screen similar to the one shown below and choose “Microsoft Exchange.”

![Image of iOS email settings]

2. The next page you will come to is for your @rockets.utoledo.edu account settings. The settings listed below are what you should enter. There is also a screen shot to show you an example.

   Email address: first.last@rockets.utoledo.edu
   Server: m.outlook.com
   Domain: Leave this blank
   Username: utadusername@rockets.utoledo.edu
   Password: Enter your UTAD password
   Description: Enter the name you would like this account to appear under in your accounts list
3. After entering the information above, choose “Next” and you will be presented with a screen to choose the options you wish to sync. These options are: Email, Contacts and Calendar. You can choose which ones you would like to sync with your iPad.