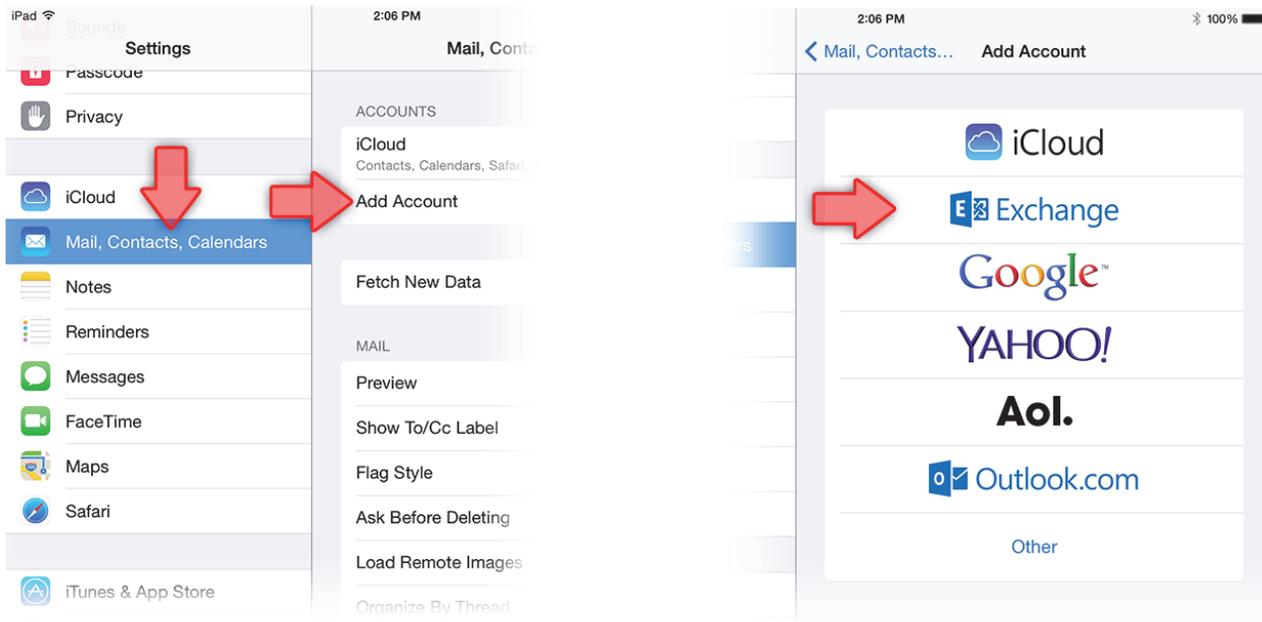


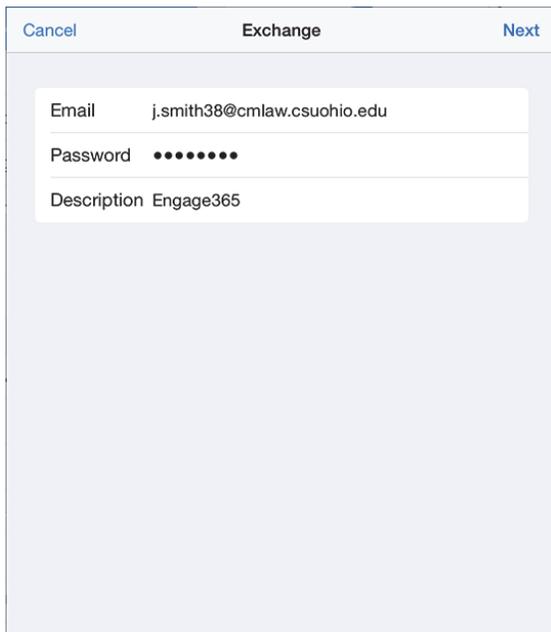
E-MAIL CONFIGURATION FOR APPLE IPAD

The following are tested on Apple iOS version 7.1.2 on the iPad. The settings are similar on iPhones running the same version of Apple iOS. This guide assumes your iPad has been setup and is ready to use. You must also have an Internet connection to perform the configuration.

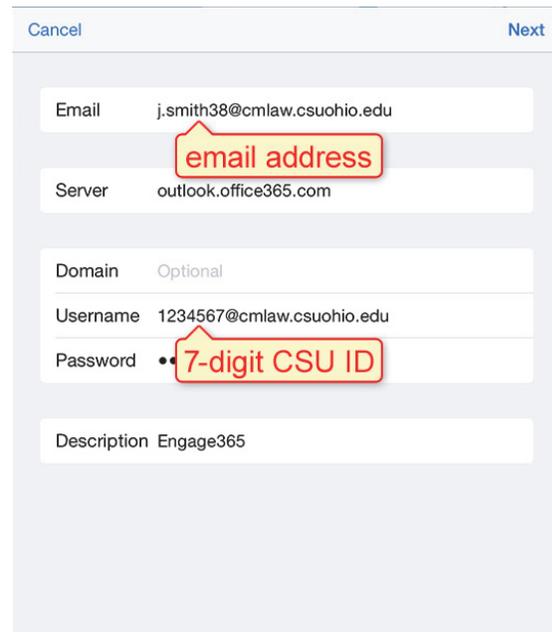


1. Tap “Settings” icon on the home screen, Tap “Mail, Contacts, Calendars”, then “Add Account...”

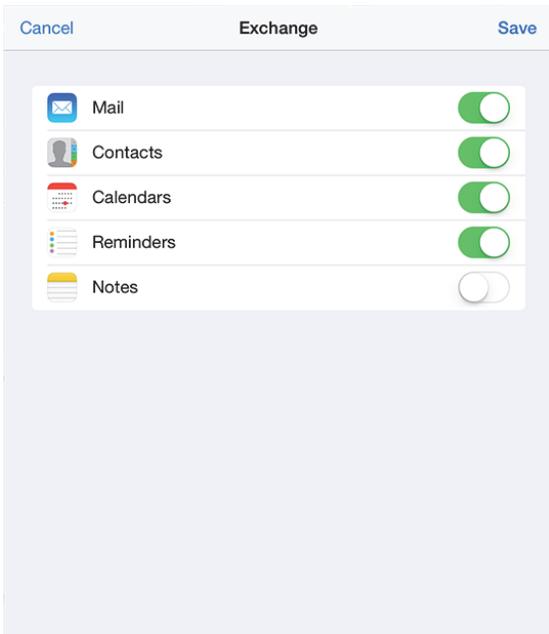
2. Tap “Exchange”



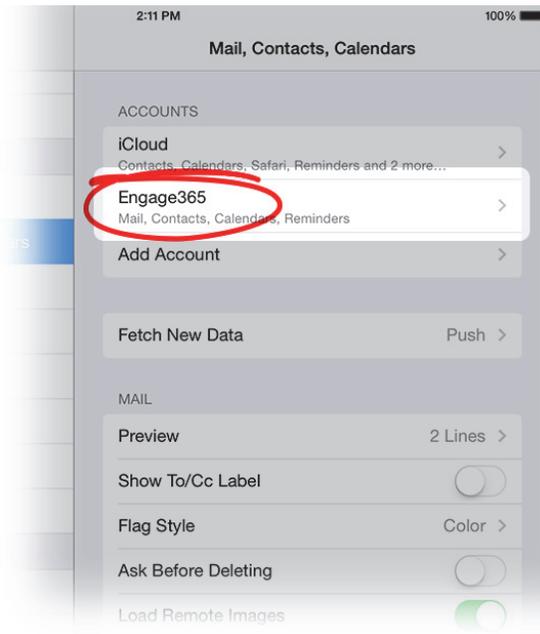
3. Type your *Engage365* email address in the **Email** field, type your *CampusNet* password in the **Password** field, and optionally type *Engage365* in the **Description** field. Tap **Next** when done.



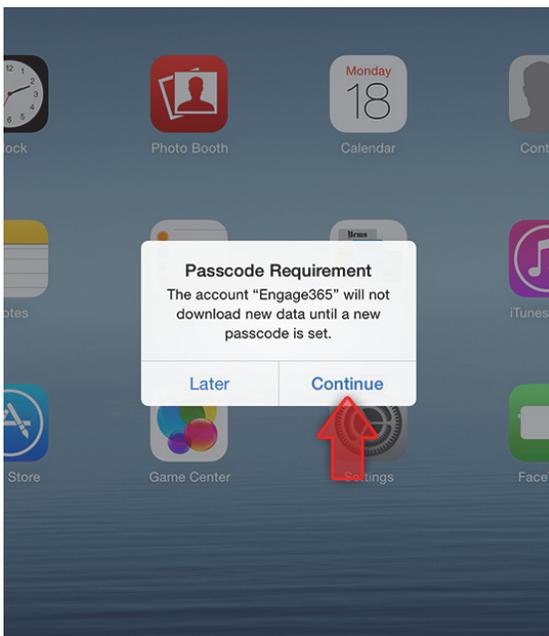
4. Type **outlook.office365.com** in the **Server** field; type **#####@cmlaw.csuohio.edu** for student (**#####@csuohio.edu** for faculty/staff) in the **Username** field where **#####** is your *7-digit CSU ID*. Tap **Next** when done.



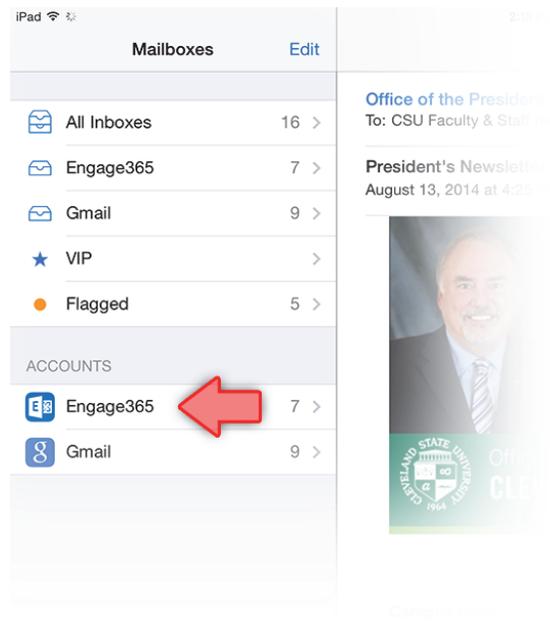
5. Choose the services you want to use (default is all of them) and Tap **Save** when done.



6. You should have the new account setup and listed in your **Accounts** list. Tap on the new account (**Engage365** in this case).



7. After the account is activated, you WILL BE REQUIRED to set up a **Passcode** for your iPhone if you don't have one already. The **Passcode** is a code to unlock the phone when you "slide to unlock" on the lock screen. This is a mandatory security measure put in place by the email system and cannot be disabled. Once the **Passcode** is setup, you can start to use your account.



8. Launch your **Mail** app and you should have a working Engage365 account.

At this point, your CSU email should be ready to use on your iPad. Send a test message to yourself to verify. Please contact the Information Technology Department if you have any questions. (call 216-523-7555 or visit www.law.csuohio.edu/techhelp)