

iOS

i These instructions are provided as a guide to users wanting to use their own devices to connect to Union systems. Unfortunately we are not able to configure your personal device for you.

Corporate issued iPads are preconfigured, you do not need to manually add your email account to them.

This guide was written for iOS 12.2 on iPad. The steps should be similar for iPhone users, as well as those using other iOS versions.

1. Open the **Settings** menu on your device.
2. Tap **Password & Accounts**
3. Tap **Add Account**
4. Pick **Exchange** from the list.
5. Add your email address.
6. Enter a sensible description to distinguish your LSU account from other accounts.
7. Select **Configure Manually**.
8. Enter your password.
9. Enter the information as below:



10. Tap **Next** and a bunch ticks should appear.
11. Pick what you want to sync, and you're done.

On older phones:

i This guide was written for iOS 5 on an iPad. The steps should be similar for iPhone users, as well as those using other iOS versions.

1. Open the **Settings** menu on your device.
2. Tap **Mail, Contacts, Calendars**.
3. Tap **Add Account...**
4. Pick **Microsoft Exchange** from the list.
5. Add your email address and password - if you're connected to the internet and your email address is the same as your username (99% of our accounts are) then the device should sort everything out for itself.
6. If it doesn't...
7. If you are NOT on Office 365, enter the settings as they appear below, changing the username and email address to your own. The **Server** field will only appear when you tap **Next** the first time, but with our new server you hopefully won't see the server field - the device should find our server itself.

8. If you are on Office 365, you do not need the domain and the server is outlook.office365.com.

The screenshot shows an 'Exchange' account setup dialog. At the top, there are 'Cancel' and 'Next' buttons. The main area contains the following fields:

- Email:** johndoe@lsu.co.uk
- Server:** outlook.office365.com
- Domain:** (empty)
- Username:** john doe
- Password:** (represented by seven dots)
- Description:** LSU

9. Tap **Next** again after filling in the server address.

10. Pick what you want to sync, and you're done.

If the steps above do not make sense to you, or you cannot get the account to add properly, then please consult [Apple](#) or your carrier. Support links are below:

- [Vodafone](#)
- [T-Mobile](#)
- [Orange](#)
- [O2](#)
- [Three](#)