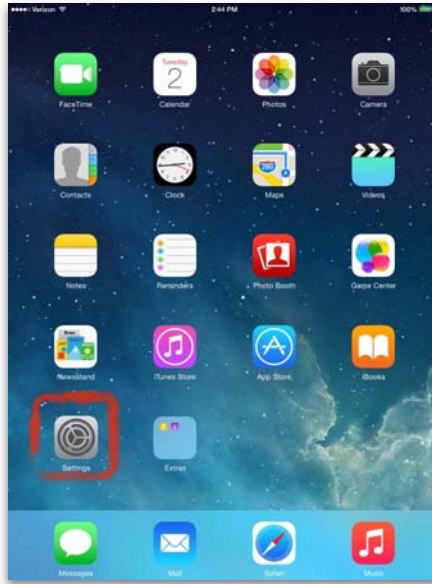


### Set up Tri-C Exchange email on an iOS device

ITS currently provides support for connecting iOS devices (iPad, iPhone) to the college's Microsoft Exchange email service\*. This wireless connectivity provides synchronization of your Outlook email, contacts, calendar, reminders and notes over the cellular network of your chosen device carrier. The instructions below are for iOS 8.1.1 and may look different depending on your iOS version.



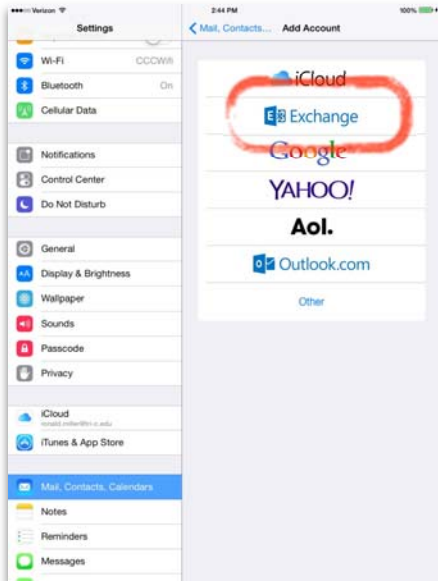
- From the **Home** screen tap the **Settings** icon.
- Swipe down through **Settings** and tap on **Mail, Contacts, Calendars**.



In Accounts tap **Add Account**.



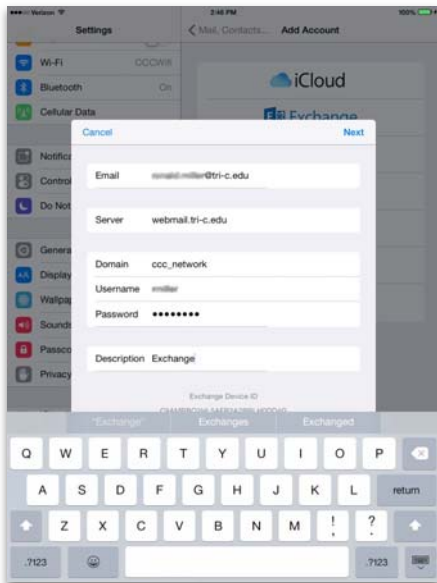
• Tap **Exchange**.



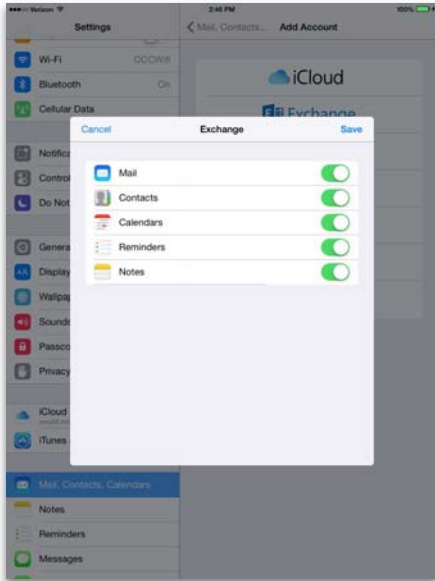
Type your full **email address (Firstname.Lastname@tri-c.edu)** then your network **password**. The Description field will default to **Exchange**. Tap **Next**.



- For Server, type **webmail.tri-c.edu**, for Domain type **ccc\_network** Type your Tri-C network **username** and **password**. Tap **Next**.

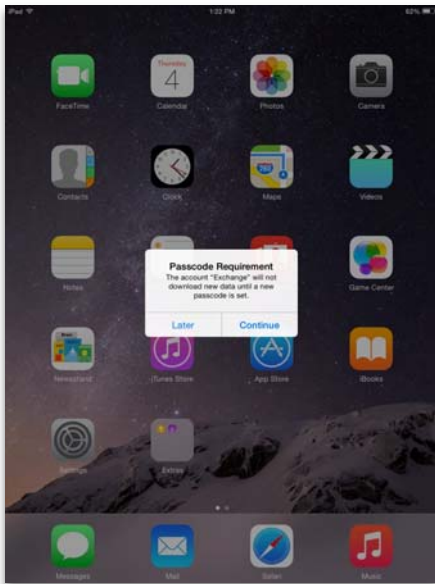


- Tap **Save** and return to the **Home**



screen.

- If you have not already configured a **Passcode** you will be forced to enable and configure it.\*\*



Launch the **Mail** app making sure to select **Exchange** from your Mailbox lists.

\* ITS can only provide technical assistance with connecting your device to Cuyahoga Community College's Microsoft Exchange services. If your device fails to connect and your cell phone provider cannot help to resolve the issue, you may need to return the device to default settings. This document is provided without guarantee. ITS is NOT responsible for any data loss during the configuration process.

\*\* After successful connection, the college's mobile computing and security policies are downloaded and applied to your device. Your 4 digit PIN must be entered after 5 minutes of inactivity and after initially powering up the device. After 8 consecutive failed password input attempts your device will be wiped of any Exchange/Outlook data.