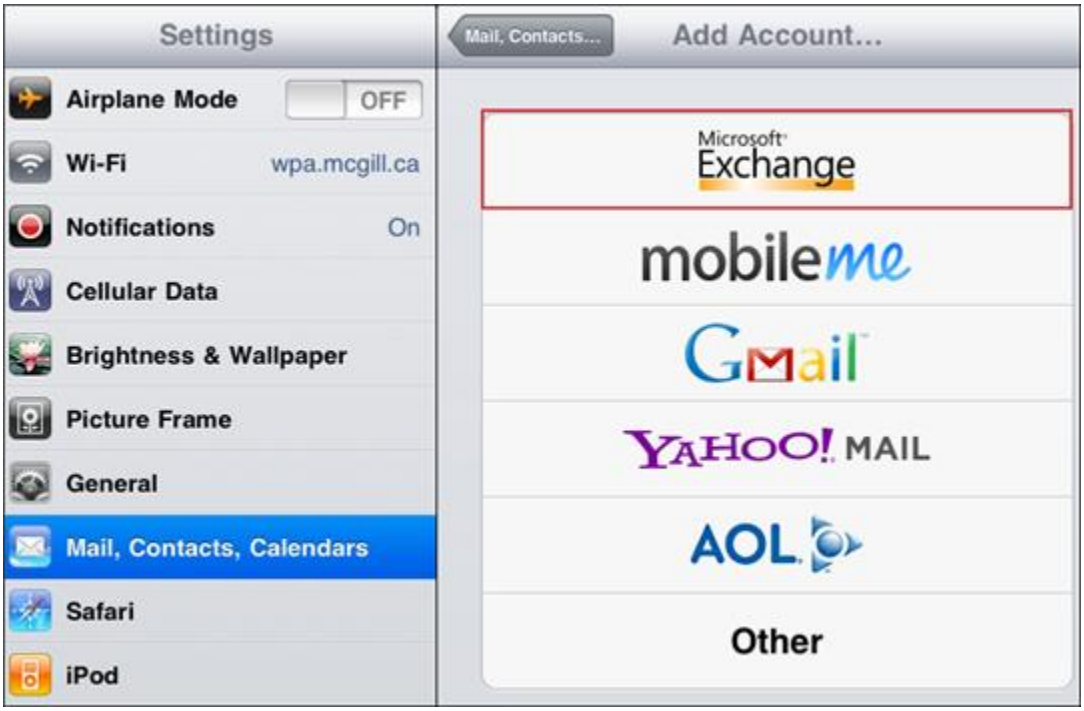
Configure your iPad to receive McGill Exchange email

To configure your McGill Exchange Account on your iPad, follow the instructions below:

1. On the **Home** screen, tap **Settings.**

2. Select **Mail, Contacts, Calendars > Add Account... > Microsoft Exchange**.

   Note: You are only allowed one Exchange email account on an iPad. If you already have one set up, you must delete that account before continuing to the next step. If you have non-Exchange email accounts set up, they are not affected.

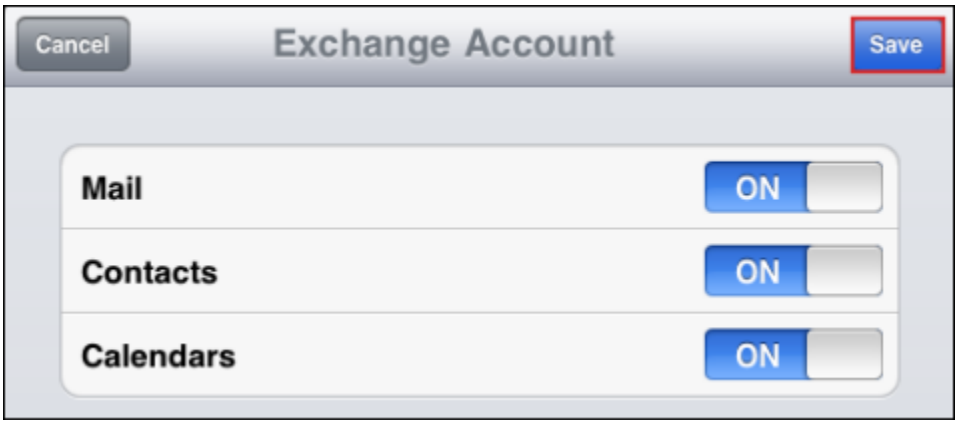


3. In the **Exchange account information** screen, fill in the following and click **Next**.
   - **Email:** Enter your McGill email address

- **Domain:** Leave blank
- **Username:** Enter your McGill Username, e.g. your McGill email address.
- **Password:** Enter your McGill Password
- **Description:** McGill Exchange Account

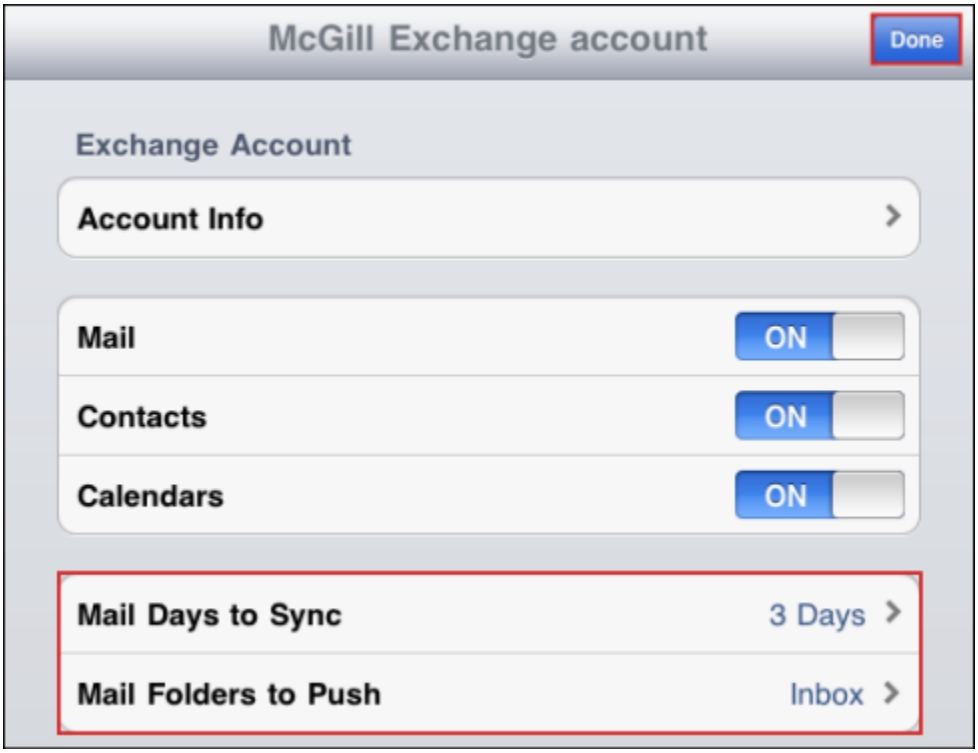
The server will automatically be set to **exchange.mcgill.ca**.

4. Once the settings are working, you are prompted to select the desired items (Mail, Contacts, Calendar) to synchronize with McGill Exchange. Tap the appropriate **OFF/ON** toggle(s), and **Save**.

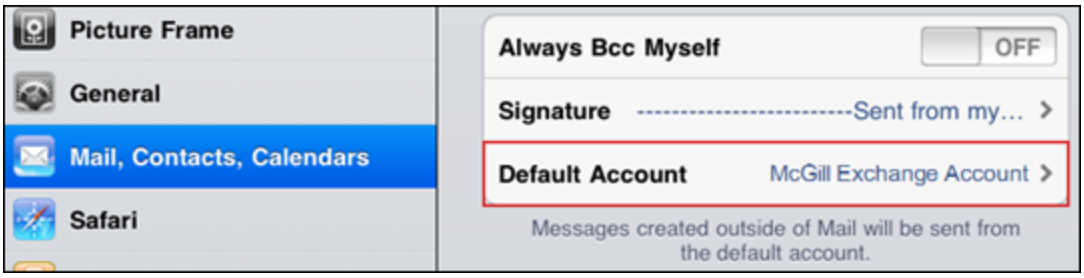


5. Your McGill Exchange account is now configured and should appear in your **Accounts** list.

6. **Optional**: tap your McGill Exchange account to bring up the Account information screen. Modify the **Mail Days to Sync** or set **Mail Folders to Push** to include additional folders apart from your Inbox, if desired.



7. Click **Done** to finish. If you have set your McGill Exchange Account as your default account under **Mail** settings, the **Mail** icon on your Home screen will display a counter whenever there are new emails.


Picture Frame
General
Mail, Contacts, Calendars
Safari
Always Bcc Myself
OFF
Signature
Sent from my...
Default Account
McGill Exchange Account
Messages created outside of Mail will be sent from the default account.

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Mail