

# Configure your iPad to receive McGill Exchange email

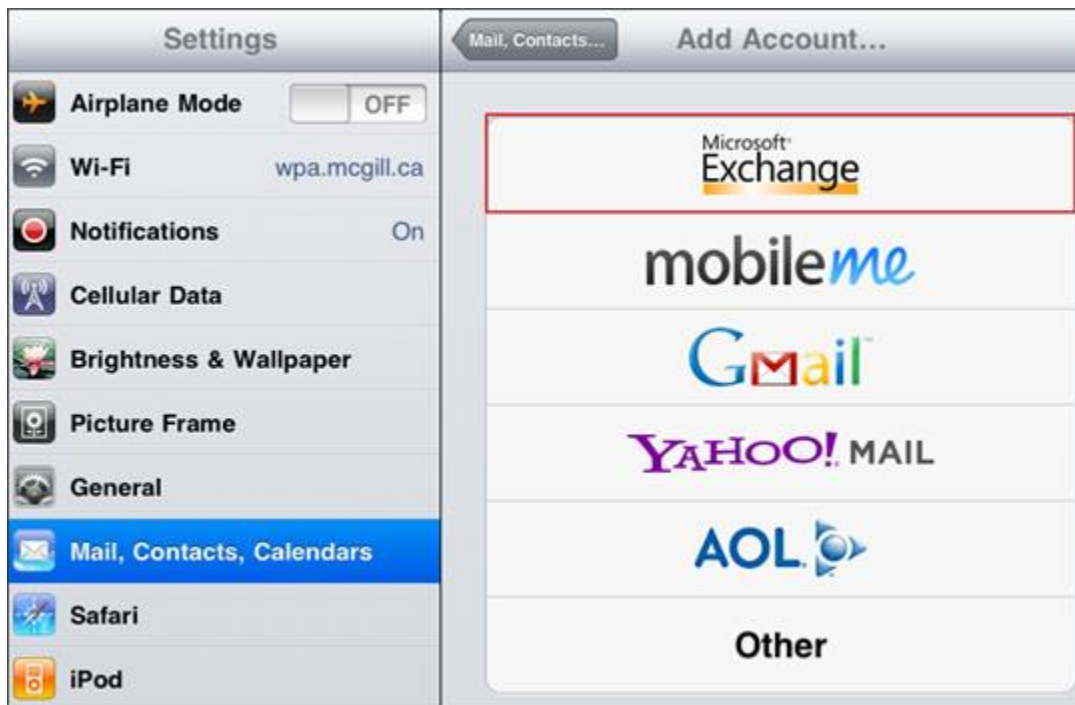
To configure your McGill Exchange Account on your iPad, follow the instructions below:

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**.
  - o **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 image shows a dialog box titled "Exchange" with a "Cancel" button on the left and a "Next" button on the right. The dialog contains several input fields:

- Email:** james.mcgill@mcgill.ca
- Domain:** Optional
- Username:** james.mcgill@mcgill.ca
- Password:** A series of 10 blue dots representing a masked password.
- Description:** McGill Exchange account

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

The screenshot shows the 'Exchange' configuration screen. At the top, there are 'Cancel' and 'Next' buttons. The main content area contains several input fields: 'Email' with the value 'james.mcgill@mcgill.ca', 'Server' with 'https://exchange.mcgill.ca', 'Domain' with 'Optional', 'Username' with 'james.mcgill@mcgill.ca', 'Password' with a masked input of seven dots, and 'Description' with 'Exchange'.

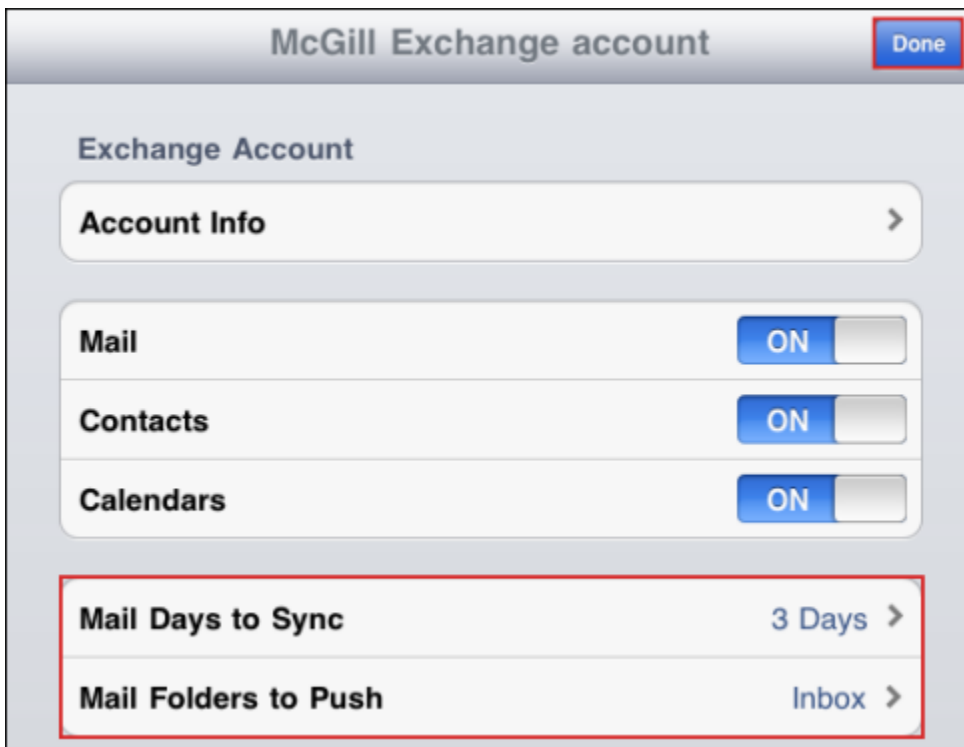
4. Once the settings are working, you are prompted to select the desired items (Mail, Contacts, Calendar) to synchronize with McGill Exchange. Tap the appropriate **OFF/ON** toggle(s), and **Save**.

The screenshot shows the 'Exchange Account' configuration screen. At the top, there are 'Cancel' and 'Save' buttons. The main content area contains three toggle switches: 'Mail' (ON), 'Contacts' (ON), and 'Calendars' (ON).

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.

