Personal iPad Email Setup

For students and instructors

July 2015
1. Please tap on the “Settings” icon, typically located on the first page of your apps

2. Next, tap “Mail, Contacts, Calendars” on the left side of your screen

3. Select “Add Account” under the list of your current accounts
4. Select “Exchange,” which is the second option on the list

5. In the email textbox, please enter your Lynn University email, including the “@email.lynn.edu” or the “@lynn.edu” ending

6. Then, tap the textbox to the right of “Password”
7. Please enter your email password, the same password that you use for your myLynn account and tap “Next” to continue.

8. Please wait while the iPad verifies your login information.

9. The next screen will ask you to select the apps you would like to synchronize with your email address. By default, all options are enabled and display a green icon to the right of them. We recommend that you maintain this default setting to preserve your data.

10. Tap “Save” on the top right of the window to continue.
11. Within a few minutes, you may be prompted to set a passcode for your iPad. Tap “Continue” to advance.

12. Please enter a new passcode. This passcode must contain at least five characters and not contain ascending or descending characters, such as 123. Apple requires that you use a password that is not easily guessable, to maintain the highest level of security.

13. Please reenter your new passcode to confirm and tap “Save”

14. Your emails will automatically begin to download. To view all of your emails, return to the “Mail” icon, located in the dock at the bottom of the screen.

15. You have successfully set up your Lynn University email account with your personal iPad