Setting up iPhone andiPad Devices to Receive TSCT Email

Purpose: This document will provide the necessary steps to setup and configure iPhone/iPad Devices to receive email sent to TSCT email accounts.

iPhone/iPad Setup

1. Tap Settings > Mail, Contacts, Calendars > Add Account.



atti AT&T 🛜	2:25 PM	00
	Settings	
Soun	ds	>
🔯 Brigh	itness	>
🙀 Wallp	aper	>
Gene	ral	>
🔄 Mail,	Contacts, Calendar	rs >
S Phone	e	>
M Safar	i	>
D Mess	ages	>
iPod		>

and AT&T 3G 3:00 PM	-
Settings Mail, Conta	cts, Calen
Accounts	
Add Account	>
Fetch New Data	Push 👂
Mail	
Show 50 Recei	nt Messages ゝ
Preview	2 Lines 🔉
Minimum Font Size	Medium >
Show To/Cc Label	OFF
Ask Before Deleting	OFF

2. Tap Microsoft Exchange.



3. Enter the following information in the screen:

Email: (enter your TSCT email address) Example: jasmith@stevenscollege.edu

Password: enter your TSCT network password

Description: Enter a name for this email account so that you know what it is.

Example: TSCT email; Thaddeus Stevens College of Technology Email



- 4. Click Next.
- 5. After verifying will proceed to next screen. Enter the following information:
 - a. Server: mail.stevenscollege.edu
 - b. Domain: tsct
 - c. Username: your TSCT username
 - i. Example: jasmith
 - d. Password: enter your TSCT network password

Email	test@emailcompany.org
Server	connect.emailsrvr.com
Domain	Optional
Username	test@emailcompany.org
Password	•••••
Description	Exchange

- 6. Click Next.
- 7. Verification will occur. On the next screen, the information that you want to sync with your email account will be listed. Turned off the following:
 - a. Contacts
 - b. Calendars
 - c. Reminders

You will receive a message saying all items will be deleted from your iPhone. Click Yes.



If you would like certain information to be sent to your phone from your email account, leave that setting on. You can always make changes later.

- 8. Click Save.
- 9. Set the value you want for the Mail Days to Sync value (on iPhones the default is set to 3 days; on iPADs 1 week).

To increase or decrease the amount of email messages displayed on your iPhone/iPad in your Exchange mailbox, select the number of days. The choices are:

- No Limit
- 1 day
- 3 days
- 1 week
- 2 weeks
- 1 month