

## Setting up iPhone and iPad 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.

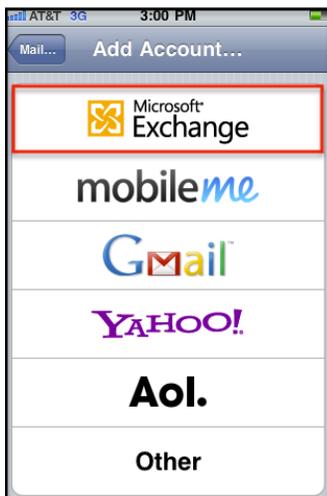
### iPhone/iPad Setup

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





2. Tap Microsoft Exchange.



3. Enter the following information in the screen:

Email: (enter your TSCT email address)

Example: [jasmith@stevenscollege.edu](mailto: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

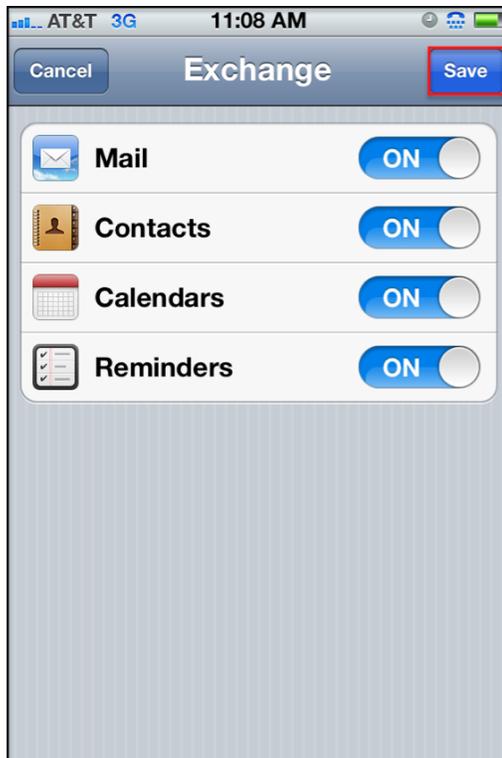


4. Click Next.
5. After verifying will proceed to next screen. Enter the following information:
  - a. Server: mail.stevenscollege.edu
  - b. Domain: tsct
  - c. Username: your TSCT username
    - i. Example: jasmith
  - d. Password: enter your TSCT network password



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