## How to set up Exchange email on an IOS device

326 Faye Buckley August 30, 2022 Office 365

## **CLEMSON EMAIL ON IOS DEVICE**

Follow these steps to use the native email client on an IOS device using your Clemson email account. Note that this adds a Clemson Exchange account (not a gmail account).

If you have issues, you may need to remove your Microsoft Exchange account before re-trying. Here is an article on that: <u>https://ccit.clemson.edu/support/kb/?id=2661</u>

1. Tap on Settings, Mail.

SOS only	F 11:07 AM	@ 7	0% 🗩
	Settings		
Å	App Store		>
-	Wallet		>
Ŷ	Passwords		>
	Mail		>
	Contacts		>
	Calendar		>
	Notes		>
:	Reminders		>
	Voice Memos		>
	Phone	No SIM	>
	Messages		>
	FaceTime		>

2. Tap on Accounts.

No SIM 🔶	11:07 AI	M @ 7	0% 🔲
< Settin	igs Mail		
ALLOV	V MAIL TO ACCESS		
	Siri & Search		>
	Notifications Banners, Badges		>
((1))	Cellular Data		
Acco	unts	1	>
MESS/	AGE LIST		
Previ	ew	2 Lines	>
Show	/ To/Cc Labels	$\bullet$	
Swip	e Options		>
MESS	AGES		
MESS/	020		
Ask E	Before Deleting		
Priva	cy Protection		>

3. Tap on Add Account.



4. Select Microsoft Exchange.



5. Type in your Clemson <u>username@clemson.edu</u> as the Email address and click **Next**.

SOS only 🗢	11:08 AM	
Cancel	Exchange	Next
Email	tiger@clemson.edu	
Description	Exchange	
Adding an Exch administrator to administrator c erase your devi	ange account will allow th o remotely manage your d an add/remove restriction ice. Exchange Device ID 8B200FD481C5LQLVS6JI	ne Exchange levice. The is and remotely OCO
"Exchange"	Exchanges	Exchanged
q w e	r t y u	i o p
as	d f g h	j k l
	x c v b r	n m 🗵
123 😄	⊈space	return

6. Click on Sign In.



7. Complete your Clemson <u>username@clemson.edu</u> and your Clemson **password** on this page. Then click **Sign in**.

SOS only 😴	11:10 AM	🕑 70% 💷
Cancel	adfs.clemson.edu	AA 🖒
CL u n	EMS IVERS	
Sign in with you	ur organizational account	
elemson.	edu	
Password		
Sign in		
need Help? Con	ntact the helpdesk @ (864) 656-3494	
<	<u>ک</u>	Ø

8. Make any changes then click **Save**.



9. Now your Clemson email will open.



## DELETE AN ACCOUNT

If you need to delete an Exchange account on an IOS device, follow these steps:

Click on Settings, Mail, Accounts, Exchange. At the bottom of the page click on Delete Account.

No SIM 🔶		3:33 PM	@ 51% 💶
< Accou	unts	Exchange	
EXCH/	ANGE		
Acco	unt	laurie@cle	mson.edu >
	Mail		
	Contacts		
	Calendars		
:	Reminders	5	
	Notes		
Mail (	Days to Syr	าต	1 Month >
Autor	matic Reply	/	Off >
	Del	lete Account	

Then click on **Delete from my iPhone**.

No SIM 👻		3:35 PM	@ 51% 🔳
< Acco	unts E	xchange	
EXCH	ANGE		
Acco	unt	@clemso	n.edu >
	Mail		
0	Contacts		
	Calendars		
	Reminders		
	Notes		
	De	lete Account	
Deleting this account will remove its notes, reminders, contacts and calendars from your iPhone.			
Delete from My iPhone			
Cancel			

Here is a Microsoft article about this topic: <u>https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234</u>

If you have more questions, email <u>ITHELP@clemson.edu</u> or call 864-656-3494.

Online URL: <u>https://hdkb.clemson.edu/phpkb/article.php?id=326</u>