



ASSUMPTION COLLEGE

A Catholic College founded by the Augustinians of the Assumption

Department of Information Technology & Media Services

How to add your Assumption email account to your iPhone/iPad

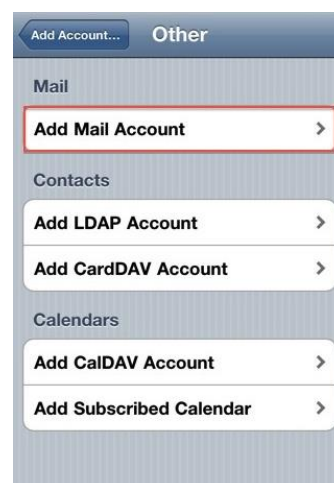
1) Tap the “Settings” App on your home screen.



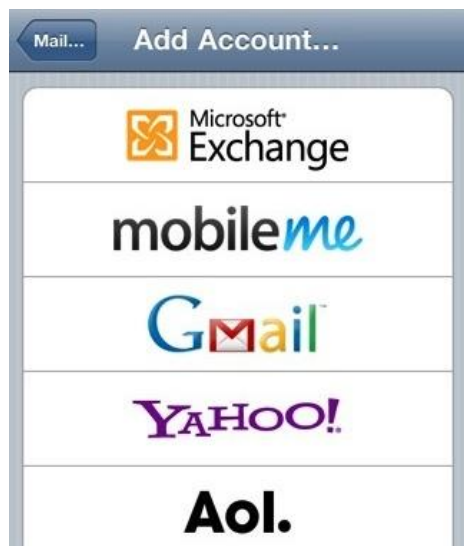
2) Tap the “Mail, Contacts, and Calendars” section on the screen that opens up.



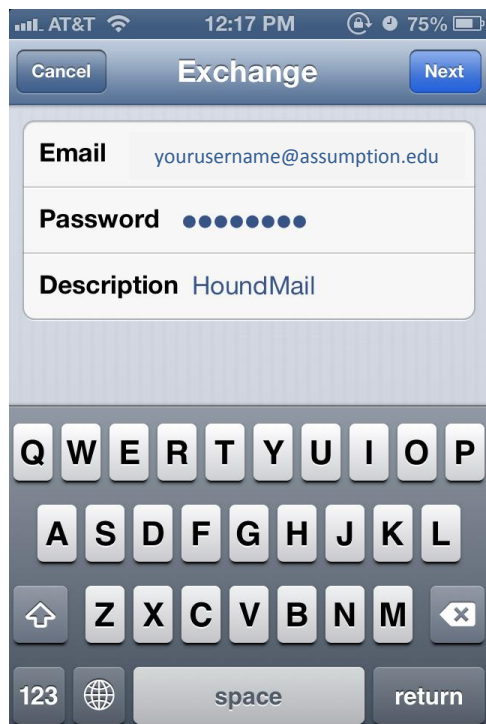
3) Under the “Accounts” section, tap on “Add Account...”



4) Tap on “Microsoft Exchange”



5) Enter your email address, and password as shown below. Then tap on the “Next” button.





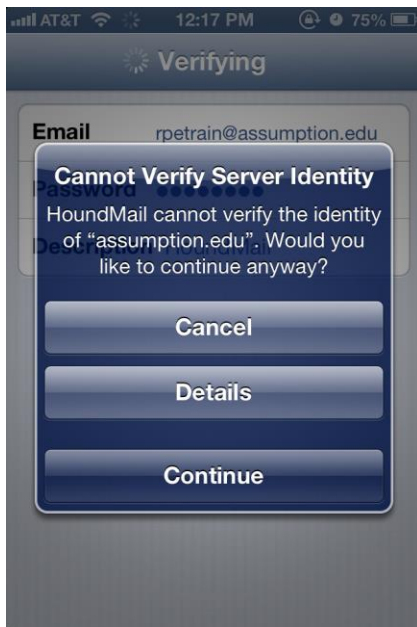
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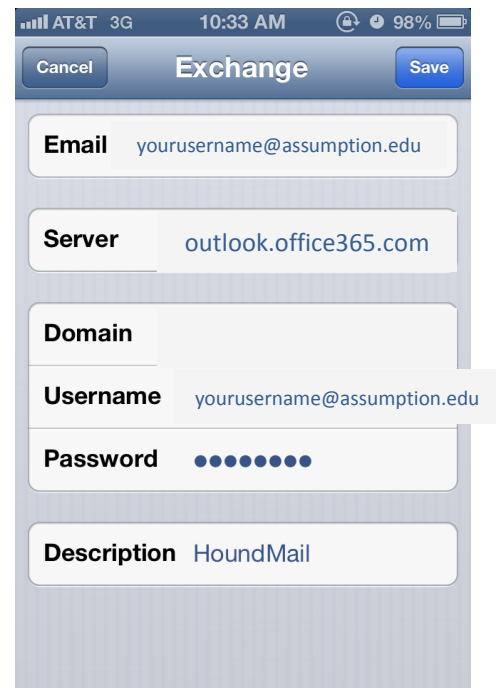
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Your email account should now be set up and ready to use, but sometimes you may be asked to enter additional information.

6) If you are required to enter additional information you will see this pop-up, tap on **“Continue”**.



7) Enter the require information as seen here.



8) When you are finished entering your information tap the **“Next”** button at the top right of the screen. Your iPhone device will now be set up with your Assumption Email!

Phone: 508-767-7060 ~ Email: helpdesk@assumption.edu