



Salve Regina University Information Technology

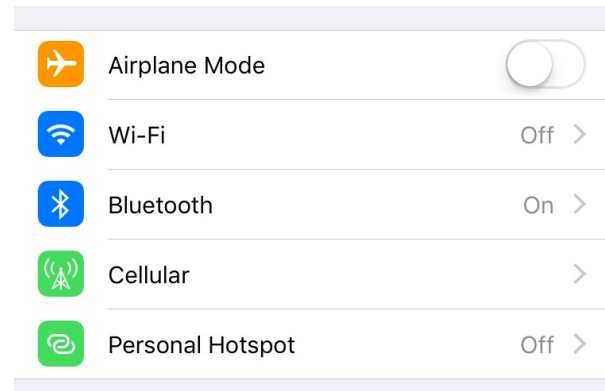
Revised 9/27/2018

Please follow these instructions to set-up Salve email for any **iPhone** or **cellular-enabled iPad**:

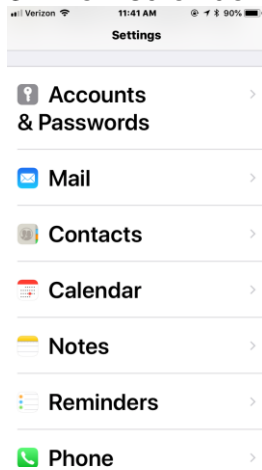
1. Open the **Settings** app on your phone.



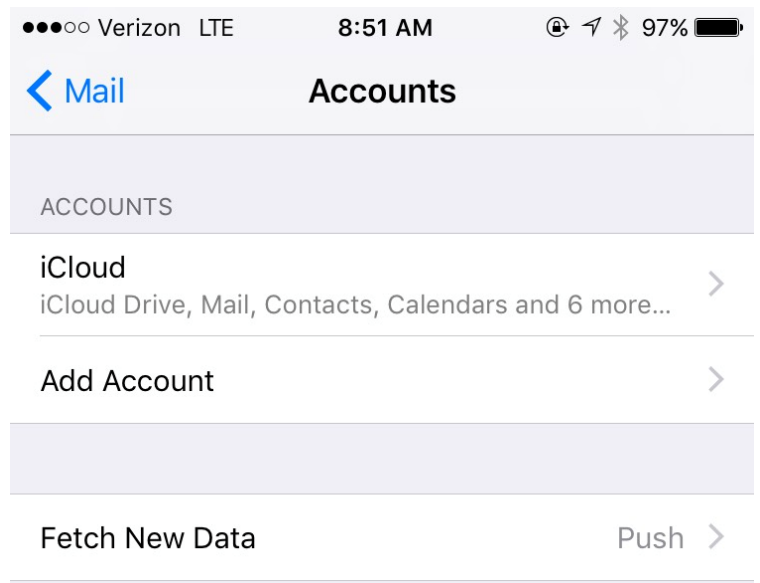
2. In your **settings** app, make sure your **Wi-Fi** is turned off and your **Cellular** is turned on when you are **on campus**. (if you are off campus **Wi-Fi** can be turned on)



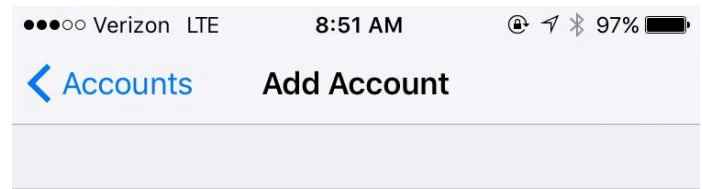
3. Now scroll down in settings and open Accounts & Passwords



4. Under **Accounts** click **Add Account**.



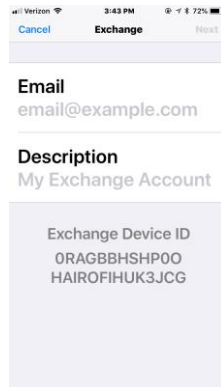
5. Choose **Exchange** as the account type.



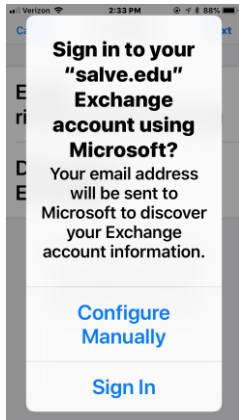
 iCloud

 Exchange

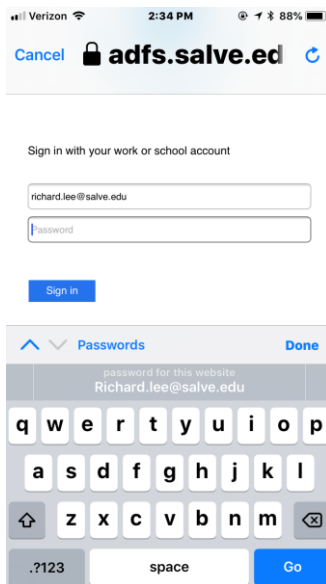
6. Add your **Salve email address**, a **Description** (Salve) and click **Next** at the top right corner of the screen



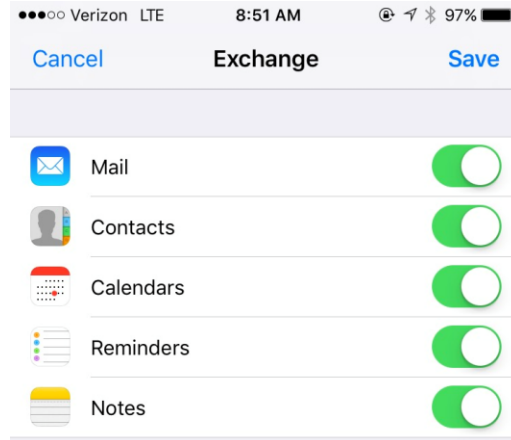
7. Click Sign In



8. Enter password



9. Now make sure the **Mail** and **Contacts** sliders are **Green** and turn on the **Calendar** and **Reminders** so that all the sliders are **Green**. Now select **Save** in the right corner. You are now finished.



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Optional steps and troubleshooting:

10. Open the **Mail** app and make sure that your Salve inbox is loading. If not, then make sure to disconnect from any wireless networks. If you do not have cellular service, try connecting to WiFi.

11. Sometimes after inputting your email credentials, the setup will ask you to enter a **Server name**. You can type **outlook.office365.com** in the server field. You may need to enter your email and password again.

