## 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.



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

≻	Airplane Mode	$\bigcirc$
<b>?</b>	Wi-Fi	Off >
*	Bluetooth	On >
( <sup>(</sup> A))	Cellular	>
୍ବ	Personal Hotspot	Off >

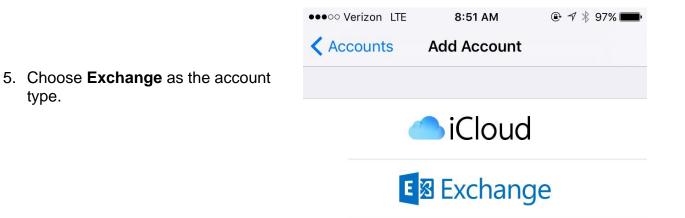


3.	Now	scroll	down	in settings	and open	Accounts	& Passwords

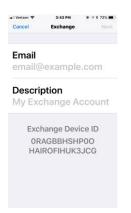
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<ul><li>Accounts</li><li>&amp; Passwords</li></ul>	>
🖾 Mail	>
Contacts	>
Calendar	>
Notes	>
Reminders	>
Phone	>

4.	Under Accounts	click	Add
	Account.		

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🗙 Mail	Accounts	
ACCOUNTS		
<b>iCloud</b> iCloud Drive, Mail, C	Contacts, Calendar	s and 6 more >
Add Account		>
Fetch New Data		Push >



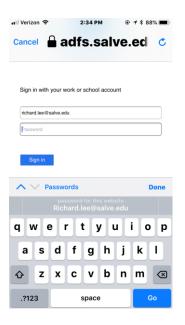
6. Add your **Salve email address**, a **Description** (Salve) and click **Next** at the top right corner of the screen



## 7. Click Sign In



## 8. Enter password



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

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	Calendars			
	Reminders			
	Notes			

## **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.

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Cancel		Next			
Email	email@salve.edu				
Server	outlook.office365.c	om			
Domain	Optional				
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USernan	ie email@saive.euu				
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