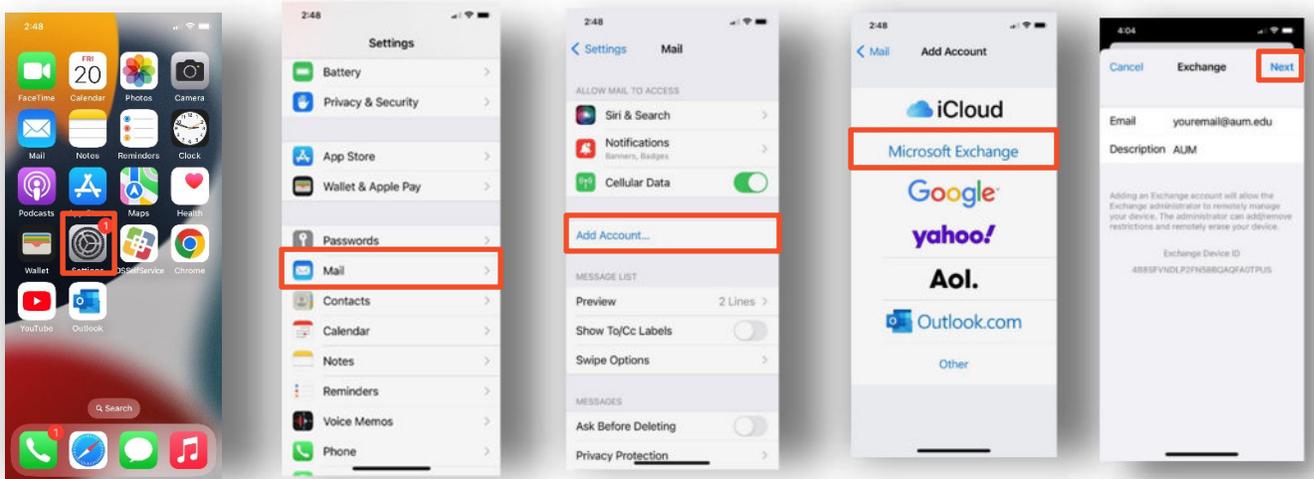


Removing & Adding Mail: iPhone

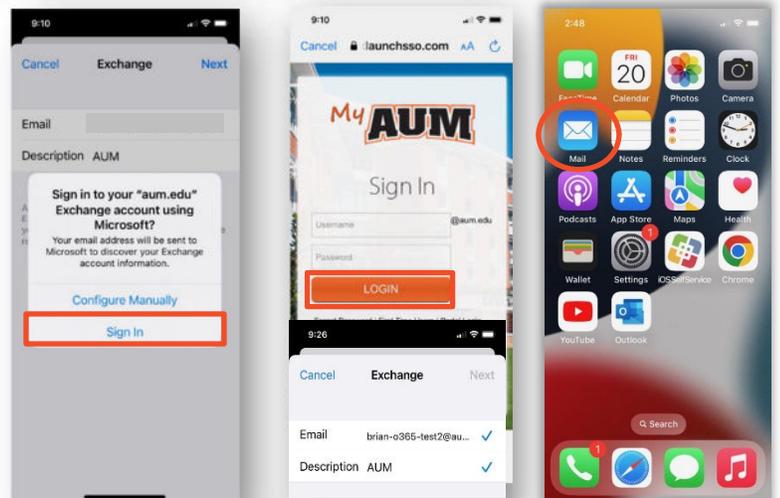
*These settings apply to iPhone, but Android and other smartphones and tablets use similar settings. These screenshots will vary depending on the type of phone you use.

The following shows you steps on how to configure an iPhone or iPad:

1. Before proceeding, go to Settings, "Mail, Contacts, Calendars", click on the Account named AUM or EXCHANGE, and **DELETE** it. Wait until the account is fully removed.
2. From your iPhone home screen, click on the Settings icon. Then, click on "Mail, Contacts, Calendars".
3. Next, click on "Add Account...". Select Microsoft Exchange.



4. Enter your AUM email address: **<first initial>lastname@aum.edu** and password. Then type in a description of this account, such as "AUM Email".
5. Enter AUM username and password.
6. Tap Login. You will also be prompted to synchronize mail, contacts, calendars, etc.
7. Exit Settings
8. Tap "Mail"



How to Get Help

Please contact HELPDESK@AUM.EDU PH: 334.244.3500 | [IT Help Desk](#) | [AUM](#)