How to: Set up an iOS 10 device to access your TechMail account

Solution

Set up a non-simple passcode or password and enable encryption. Then, tap Settings > Mail > Add Account > Exchange. Type your TechMail address (e.g. raider.red@ttu.edu) and your eRaider password, and then tap Next.

Details

1) Set up a non-simple passcode or password and enable encryption. If you have already done this, skip to Step 2.

TIP: For most devices, setting a passcode or password enables encryption automatically. If you have a passcode or password on your device, encryption may already be enabled.

2) Open the Settings app.

3) Tap Mail.
4) Tap **Accounts**.
5) Check the list of accounts to make sure you have not already added this account. If not, tap **Add Account**.

6) Tap **Exchange**.
7) Complete the following information, and then tap **Next**.

- **Email**: your TechMail email address (e.g. raider.red@ttu.edu)
- **Password**: your eRaider password
- **Description**: any descriptive name you wish, such as *TechMail*

![Exchange Device ID](image)

**NOTE**: If your device is unable to verify the information that you typed, it may prompt you for a server and username. If so, use the following information:

- **Username**: your TechMail email address (e.g. raider.red@ttu.edu)
- **Server**: outlook.office365.com

![YOUR_SERVER](image)

8) Choose the items you would like to sync with the TTU email servers, and then tap **Save**.
9) If you have existing Contacts, Calendars, Reminders, or Notes stored only on your device, you may be prompted to keep or delete them. Deleting the items may result in a permanent loss of data if those same items are not stored in your TechMail account. Keeping them on your device may mean that you will see duplicate items, in which case you can delete the locally-stored items one by one later to clear up any confusion.

**CAUTION:** If you choose "Delete," the locally-stored Contacts, Calendar, Reminders, and Notes on your device will be erased and replaced with the data from your TechMail account! This cannot be undone! If you want to be sure you are not going to lose data, you can see what items are stored in your TechMail account by signing in to Outlook Web App (OWA).

OUTCOME

You may now access your TechMail items on your device by using the Mail, Calendar, Contacts, Reminders, Notes, and Phone applications.
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