

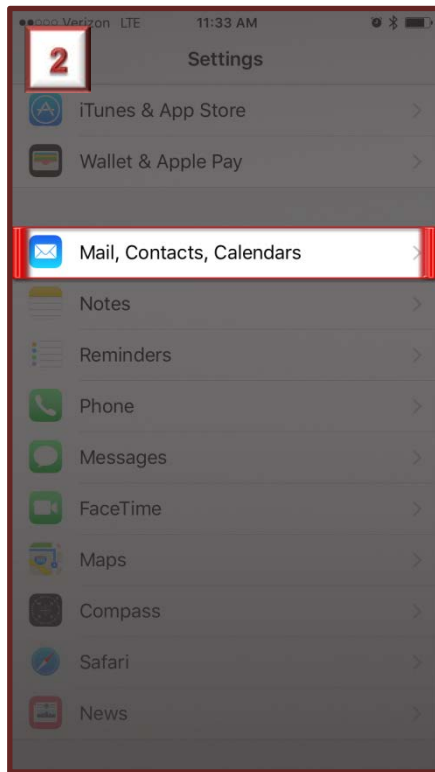
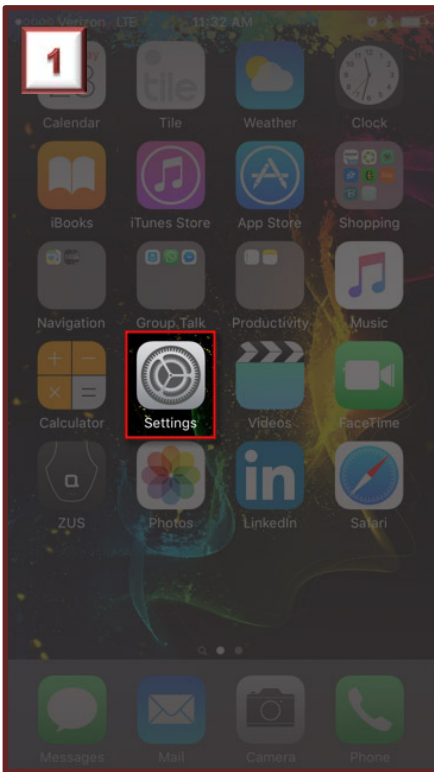


*Setting up*  
**DYC Email**  
*for* **iOS Devices**

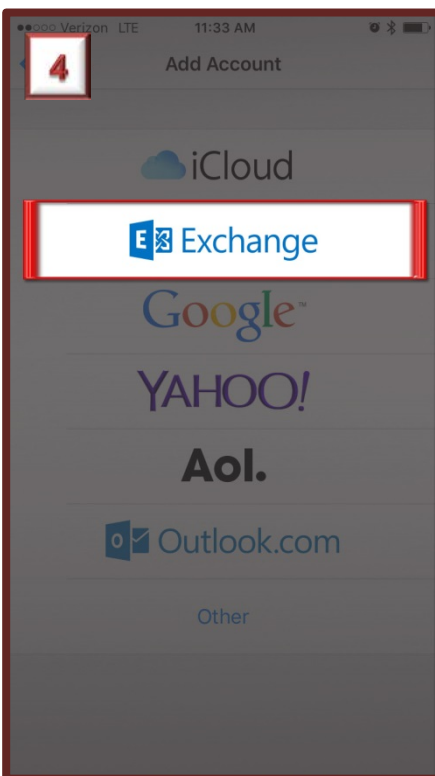
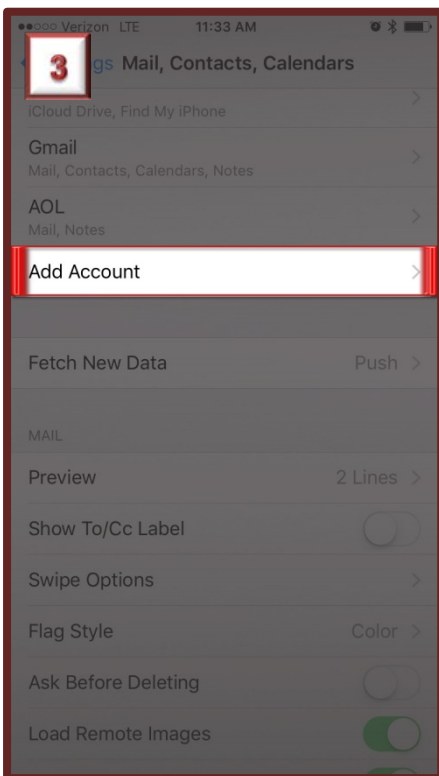


*\*\* All screenshots are captured using the iPhone 6. Images may vary slightly per device \*\**



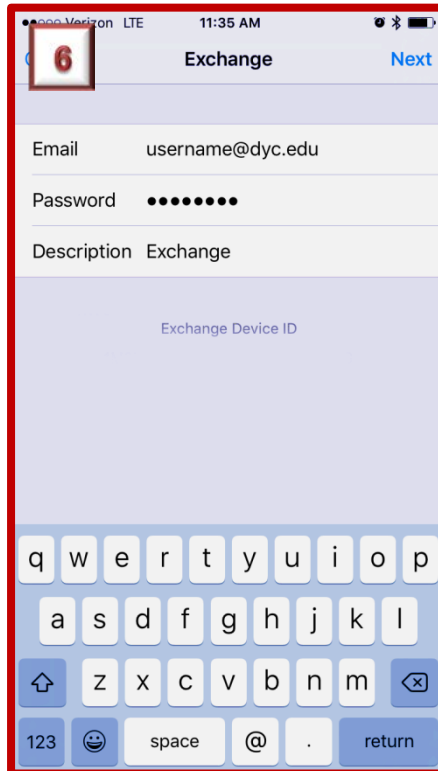
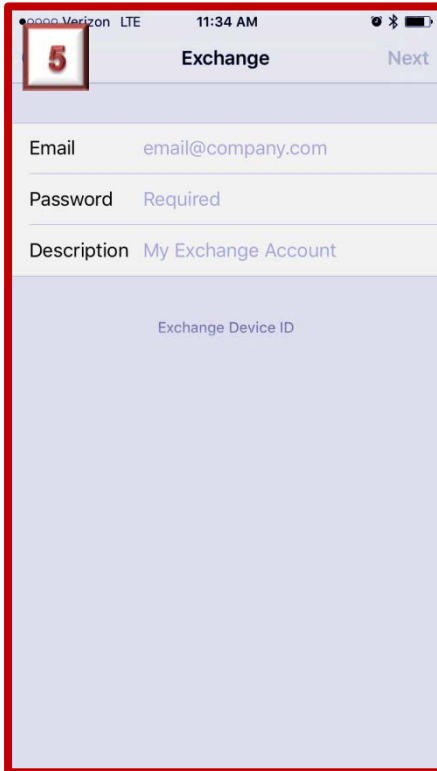


- 1) From your settings home screen, select the **Settings** application.
- 2) In the **Settings** menu, scroll down and choose **Mail, Contacts, Calendars**
- 3) Next, click on **Add Account**



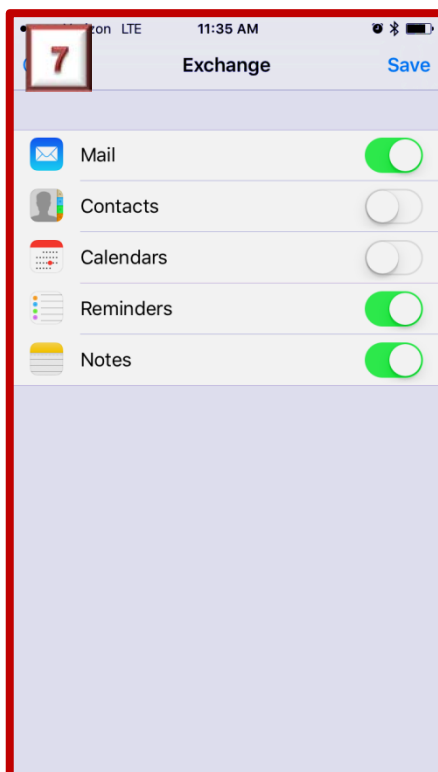
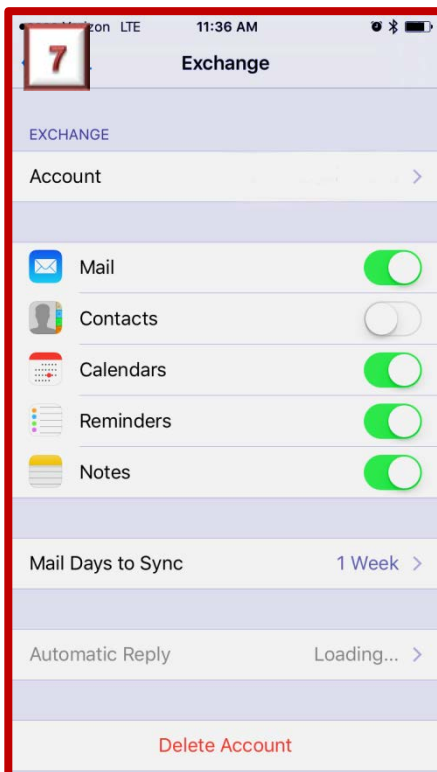
- 4) From the selection list, choose **Microsoft exchange**





5) Enter your **D'Youville** information in the next screen as follows. You will use your **D'Youville email** (complete with the **@dyc.edu**), **password** and **description** for the appropriate fields. For the description you can enter any label you want to identify your email account (examples. **DYC**, **DYC Email**, **School Email**, etc.).

6) (If asked for the server, it is **webmail.dyc.edu**) After completion choose **Next**.



7) On the next screen you can choose to add your **DYC** contacts and calendars if you'd like. To do so just change the contacts and/or calendars to **On**. If you choose to import your contacts/calendars, you'll be asked if you want to keep your existing contacts on the phone or delete them. After you are done choose **Save** to complete the setup.