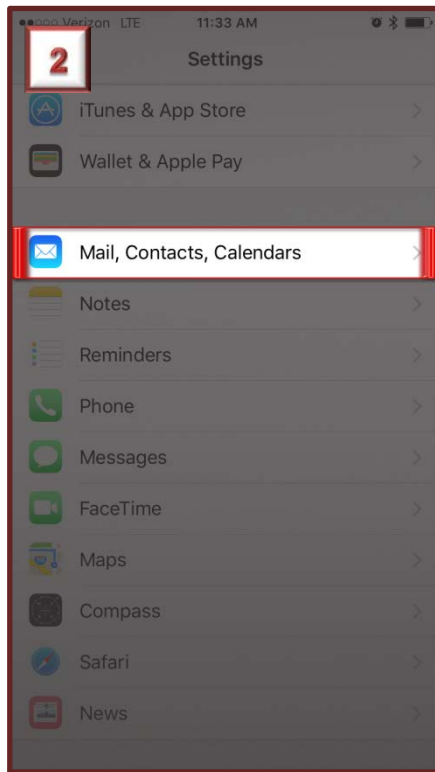
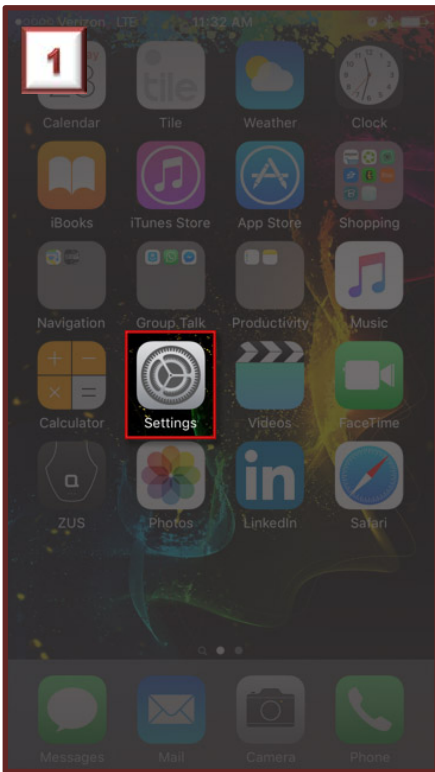


# D'Youville

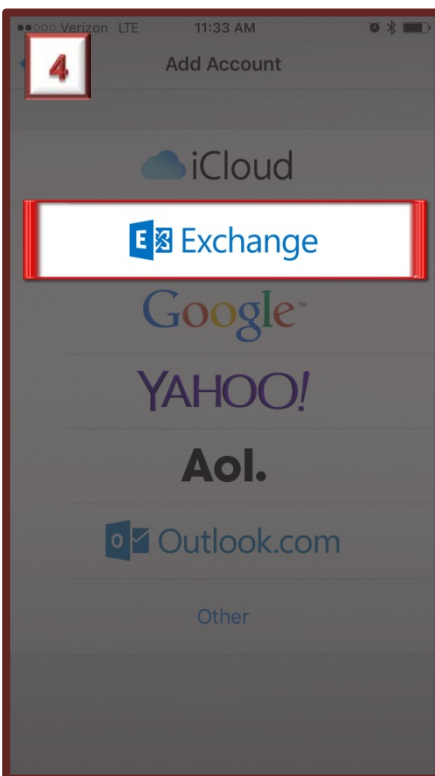
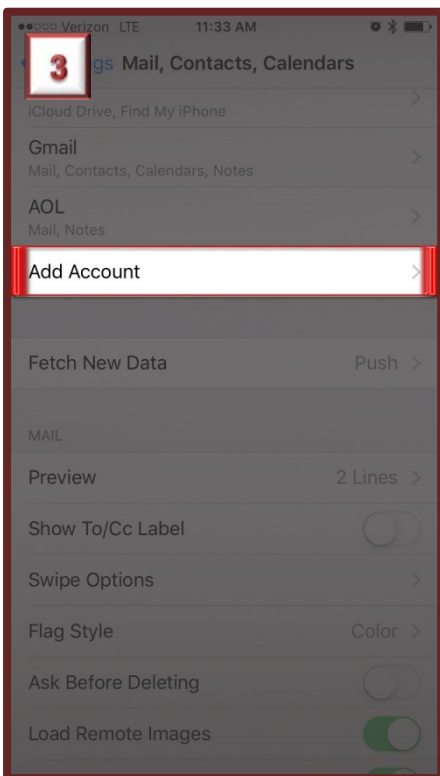
*Setting up*  
**DYC Email**  
*for* **iOS Devices**



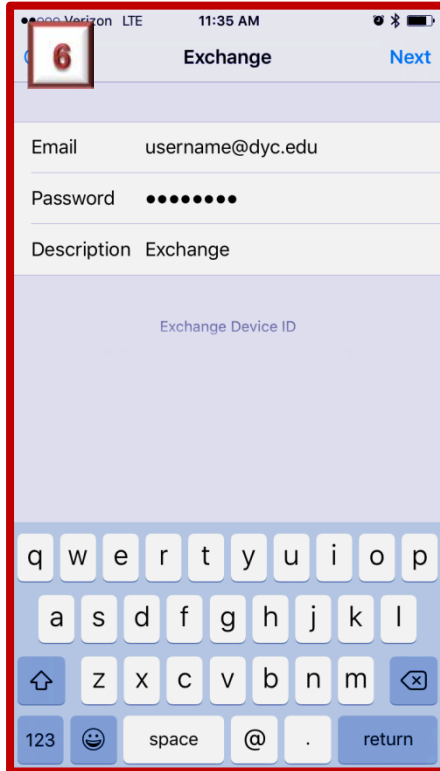
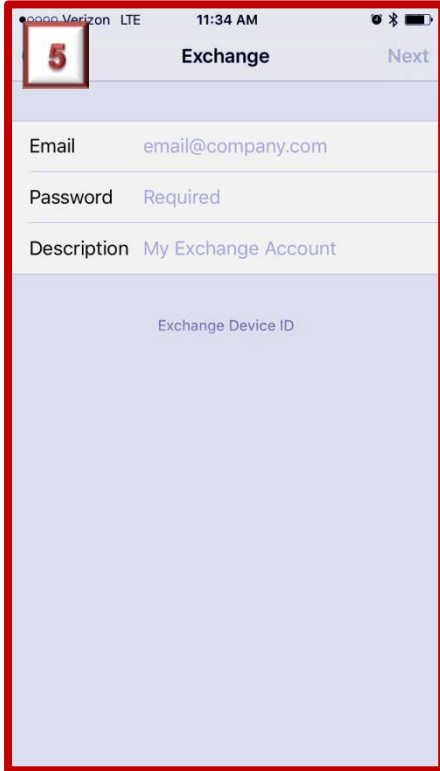
*\*\* All screenshots are captured using the iPhone 6. Images may vary slightly per device \*\**



- 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**

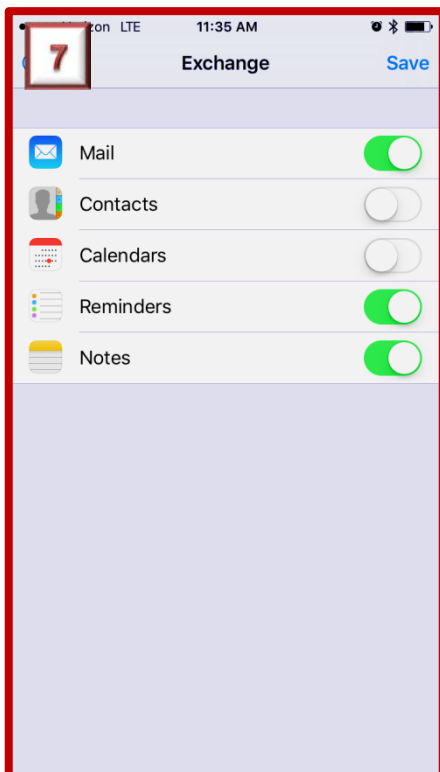
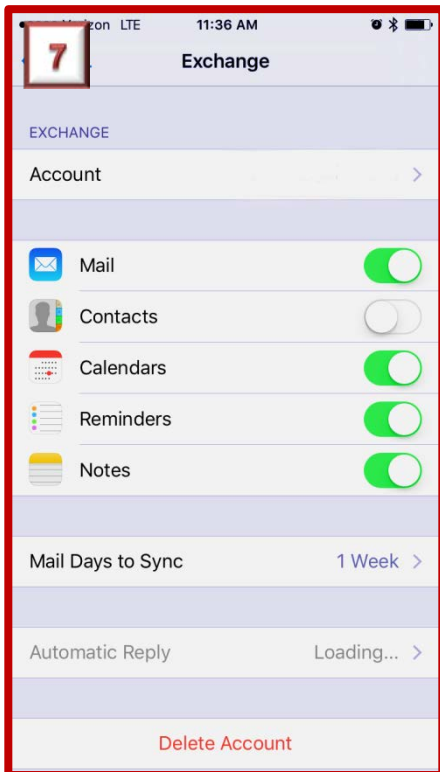


- 4) From the selection list, choose **Microsoft exchange**



5) Enter your DYC 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.