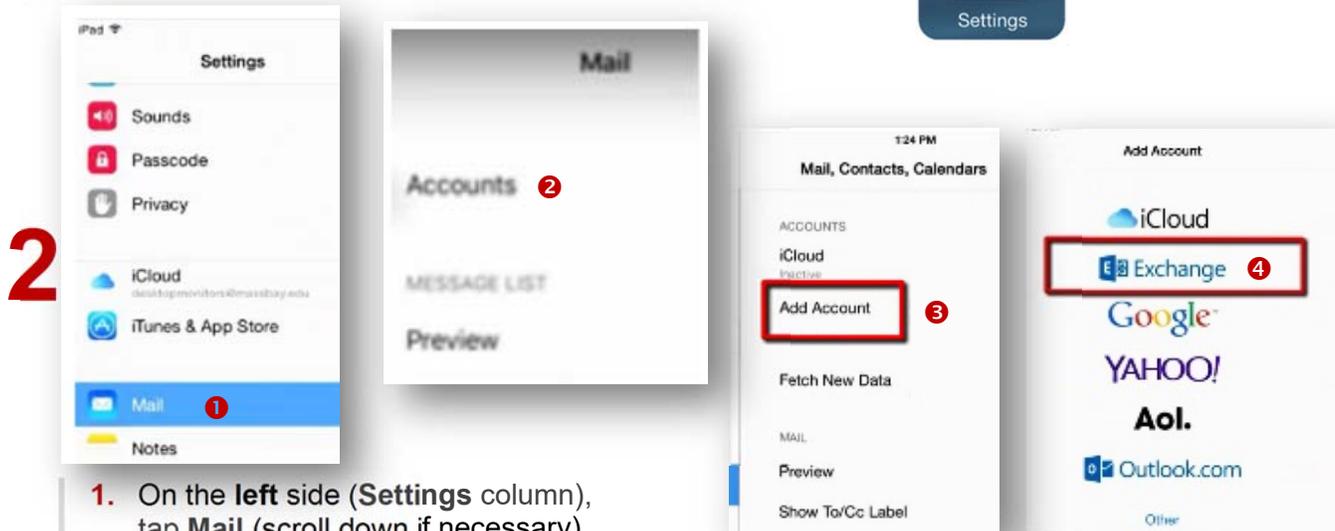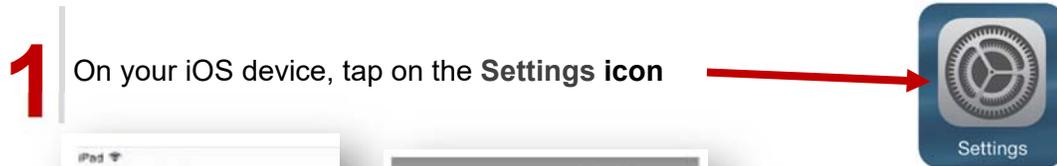# How to Add your MassBay Email Account to your iOS Device

Note that these instructions may vary depending on the version of iOS on your device.
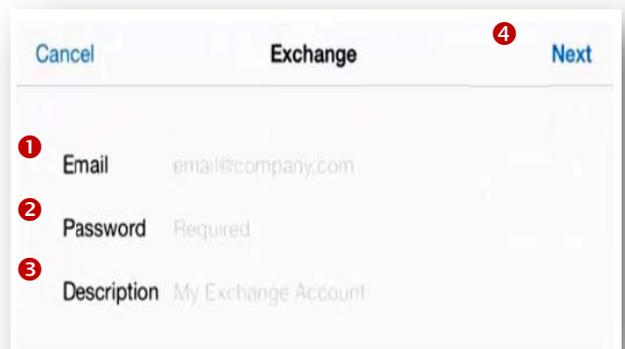
1 On your iOS device, tap on the **Settings** icon

2

1. On the **left** side (**Settings** column), tap **Mail** (scroll down if necessary)

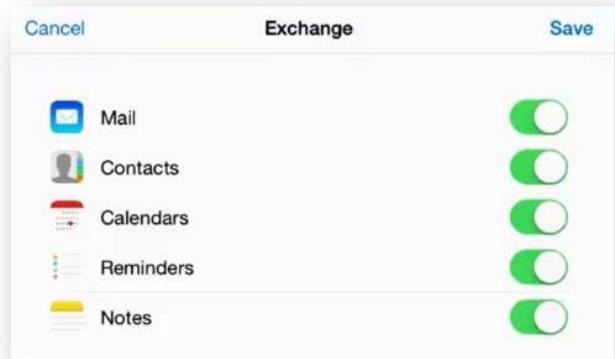*The next activities will be found the **right** side)*

2. Tap **Account**
3. Then tap **Add Account**
4. Then tap **Exchange**

3

1. Enter your MassBay email address (e.g. **username@massbay.edu**)
2. Enter your MassBay password
3. Enter a description (other than the default of Exchange) to distinguish this email account from any others you may have on your iOS device (e.g. **MassBay Email**)
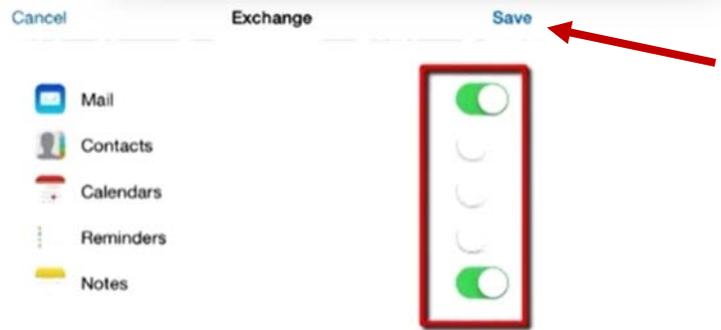4. Tap **Next** on the upper right side

4 On this screen, you will choose which objects you will synchronize between your MassBay Outlook account and your iOS device

By default, all are selected (each button is green)

✉	Mail	●
👤	Contacts	●
📅	Calendars	●
⦂	Reminders	●
▬	Notes	●

Cancel | Exchange | Save

5 Tap the buttons for these Exchange objects that that you do **NOT** want synchronized (see example to the right)

The buttons that you tap are turned white

When finished, tap **Save**

Cancel | Exchange | Save

✉	Mail	●
👤	Contacts	○
📅	Calendars	○
⦂	Reminders	○
▬	Notes	●

6 Note that it may take a few minutes for your MassBay email account to sync

When this is completed, your MassBay email account will be displayed under Accounts

Tap the **Mail** button on your device

Your MassBay email will be displayed

ACCOUNTS

iCloud
iCloud Drive, Contacts, Calendar...

MassBay Email
Mail, Contacts, Calendars

Add Account

Fetch New Data

Mail