Set Up Employee Email on Apple Device (iPhone, iPod, iPad)
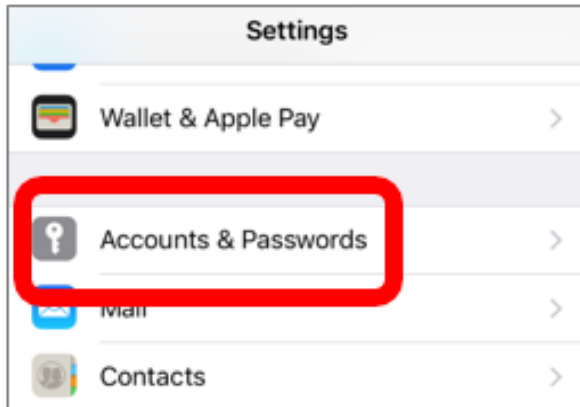
Summary

How to pair an Apple device, such as an iPhone or iPad, with an A-B Tech employee email account
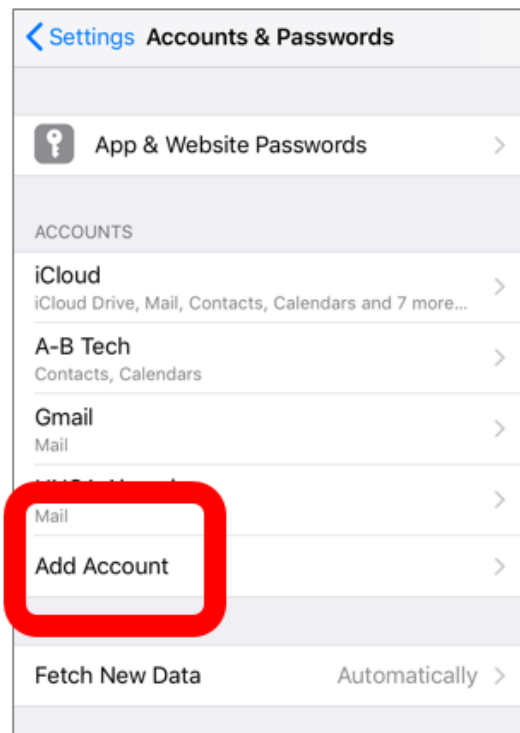
Instructions

1. Make sure your device has an Auto-Lock passcode (such as a number or your fingerprint Touch ID).
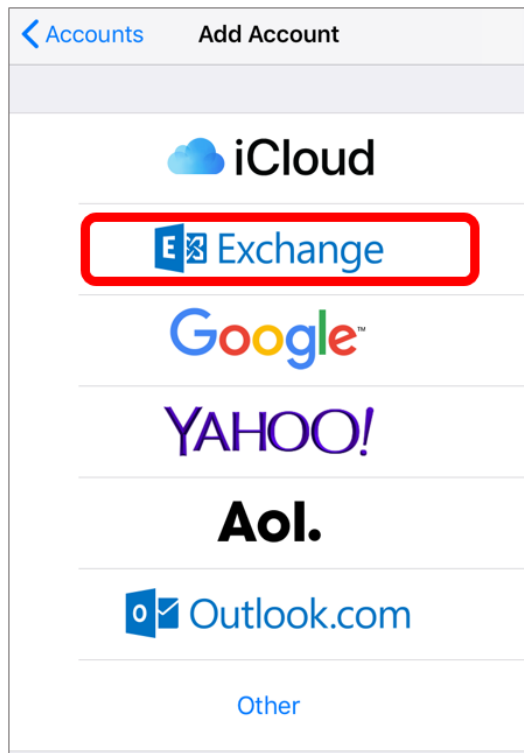2. Open the "Settings" app on your Apple device.

3. Tap "Accounts & Passwords."

4. Tap "Add Account."

5. From the list of options, select "Exchange."

6. Enter your full email address and, optionally, a description like "A-B Tech" and then tap "Next."

7. Enter your password and tap "Next."

8. Enter the settings from the screenshot below and tap "Done."

   Email: your full email address, e.g. janeqdoe@abtech.edu

   Server: outlook.office365.com

   Domain: ABTECH

   Username: your full email address, e.g. janeqdoe@abtech.edu

   Password: your A-B Tech password

   Description: optional descriptive text, such as A-B Tech

9. If you prefer, you can also configure the account to sync only your calendar and/or contacts without also having your phone check your email. On the next screen, you can toggle the on/off switches for Mail, Contacts, Calendars, Reminders, and Notes. In the example below, the phone will sync Contacts and Calendars but *not* Mail, Reminders, or Notes.

If you encounter any problems, contact the IT HelpDesk at helpdesk@abtech.edu or (828) 398-7550.

Key Words: Apple, device, iPhone, iPad, i phone, i pad, employee email, pair, sync, link, e-mail

Online URL: https://info.abtech.edu/article.php?id=446