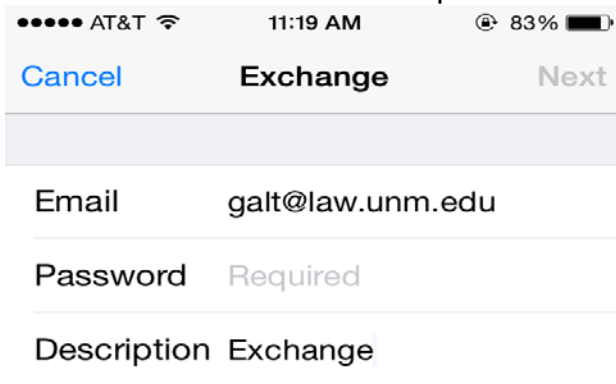


iPhone or iPad Settings for Law School Email

NOTE: whenever you change your Law school password, you must also update the password on any devices that have ‘memorized’ the old password. If you do not, the device will eventually lock your account by sending the old (bad) password to the servers.

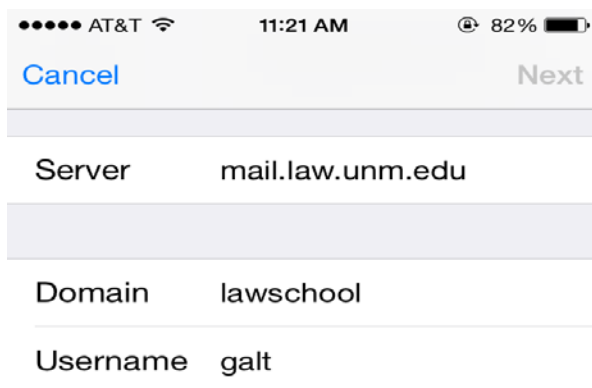
Follow these steps to set up your law school email account on your iOS device (iPhone, iPad):

- Tap **Settings > Mail, Contacts, Calendars > Add Account > Microsoft Exchange**.
- The screenshots use a test user named John Galt with an email address of `galt@law.unm.edu`, use your own Username and Password instead of ‘galt’:
 - Email: `YourUserName@law.unm.edu`
 - Username: `YourUserName`
 - Password: Your Law school password

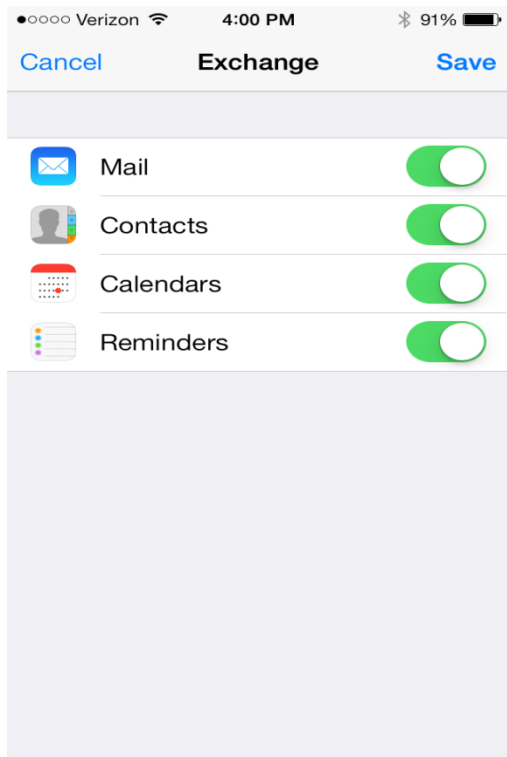


Tap Next and then at the following screen enter:

- Server: **mail.law.unm.edu**
- Domain: **lawschool**
- Username: `YourUserName`
- Password: Your Law school password
- Description: law school email (or description of your choice)



- Choose which content you would like to synchronize: Mail, Contacts, and Calendars. Tap **Save** when finished.



Note: To modify your exchange settings, Tap **Settings > Mail, Contacts, Calendars**, select your Exchange account, and tap **Account Info**.

Troubleshooting

If you encounter issues either connecting your phone for the first time, or with sending or receiving email later, please do the following:

- Restart your phone
- Check your password on another computer by logging into Webmail
- While in Webmail, check your mailbox size to ensure you are not over quota. You may be prevented from sending or receiving email if over quota (your smartphone may not give an error, it just won't receive or send). If you are over quota, you will need to archive or delete emails
- Delete your ActiveSync account, restart your phone, and then re-add your account following the directions above