To Add an Account:

Open Settings -> Mail

Settings				
	Accessibility	>		
*	Wallpaper	>		
	Siri & Search	>		
2	Face ID & Passcode	>		
SOS	Emergency SOS	>		
۲	Exposure Notifications	>		
	Battery	>		
U	Privacy	>		
A	App Store	>		
	Wallet & Apple Pay	>		
Ŷ	Passwords	>		
	Mail	>		
۲	Contacts	>		
	Calendar	>		
	Notes	>		
=	Reminders	>		

Choose Accounts



Tap Add Account



Tap Microsoft Exchange



Enter in your Gettysburg e-mail address, and add Gettysburg College as a description. Then tap Sign In.



You will be directed to authenticate with Duo. Follow the prompts.

Ensure that your options are all toggled On.

Depending on the size of your mailbox and calendar, data may load slowly.

To Delete an Account:

Open Settings -> Mail

Settings				
	Accessibility	>		
*	Wallpaper	>		
	Siri & Search	>		
2	Face ID & Passcode	>		
SOS	Emergency SOS	>		
۲	Exposure Notifications	>		
	Battery	>		
1	Privacy	>		
A	App Store	>		
	Wallet & Apple Pay	>		
Ŷ	Passwords	>		
	Mail	>		
۲	Contacts	>		
	Calendar	>		
	Notes	>		
•	Reminders	>		

Choose Accounts



Tap the Account



Tap Delete Account

Accounts	Gettysburg Coll	ege	
EXCHANGE			
Account	jesposit@ge	ettysburg.edu >	
🖂 Mail			
Conta	acts		
Calen	ndars		
E Remir	nders		
Notes	5		
Mail Days te	o Sync	1 Month >	
Automatic R	Reply	Off >	
	Delete Accour	nt	

Contact Jen at x6917 or jen@gettysburg.edu with problems or questions.