To Add an Account:
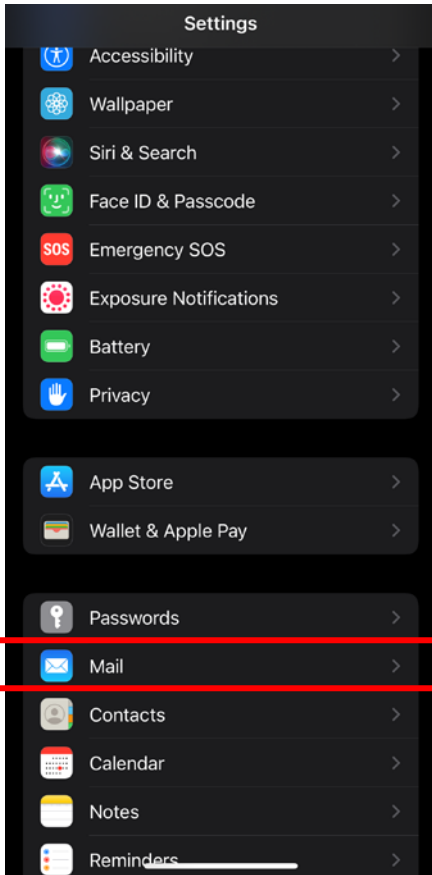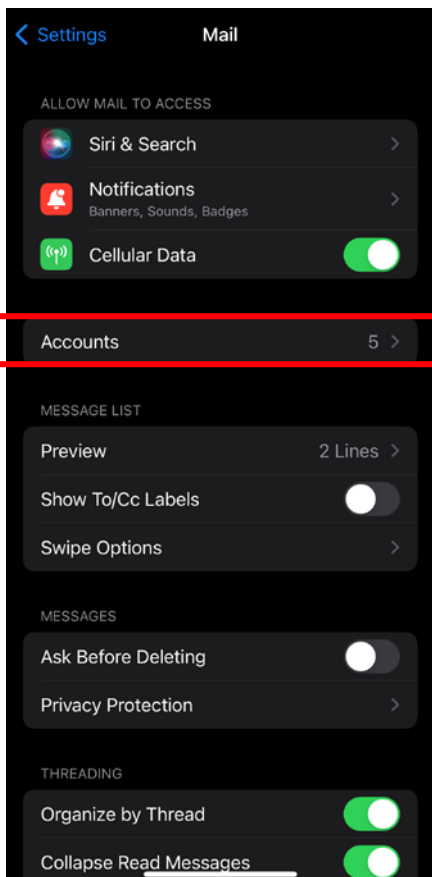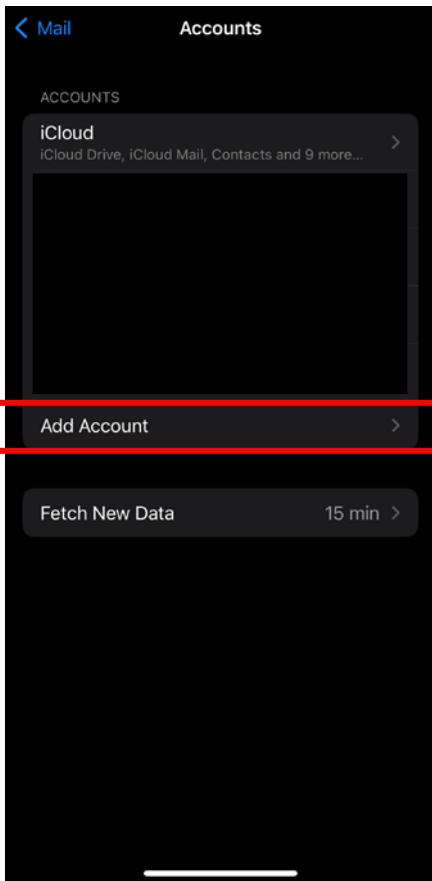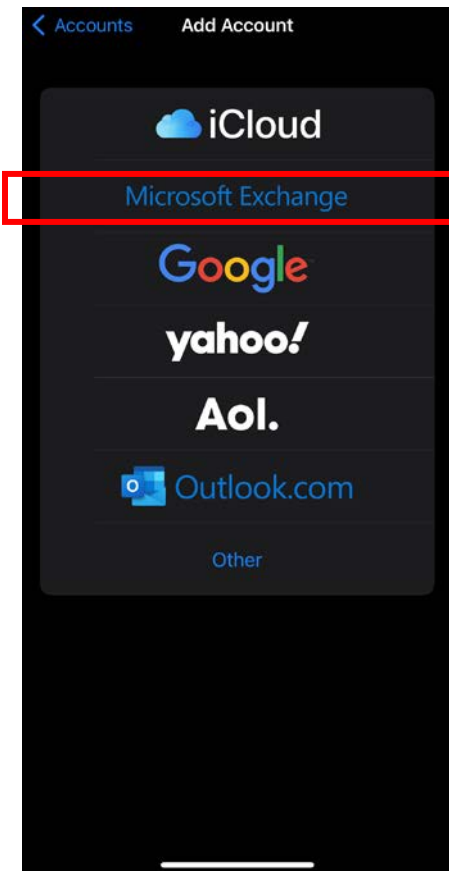
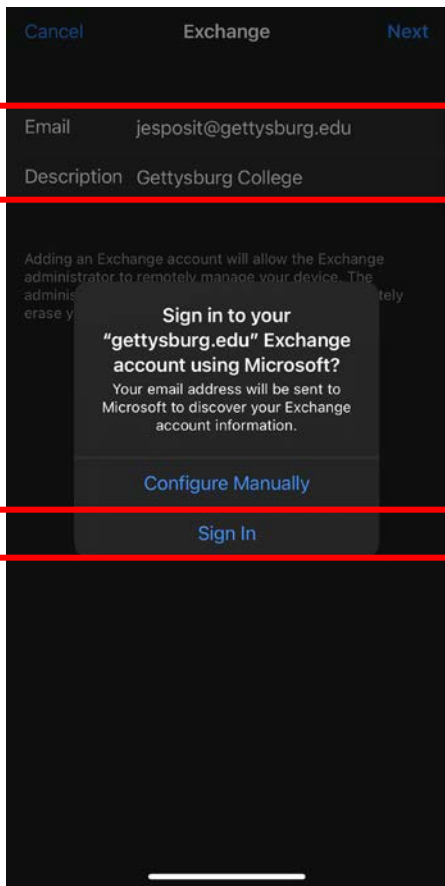Open Settings -> Mail

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.
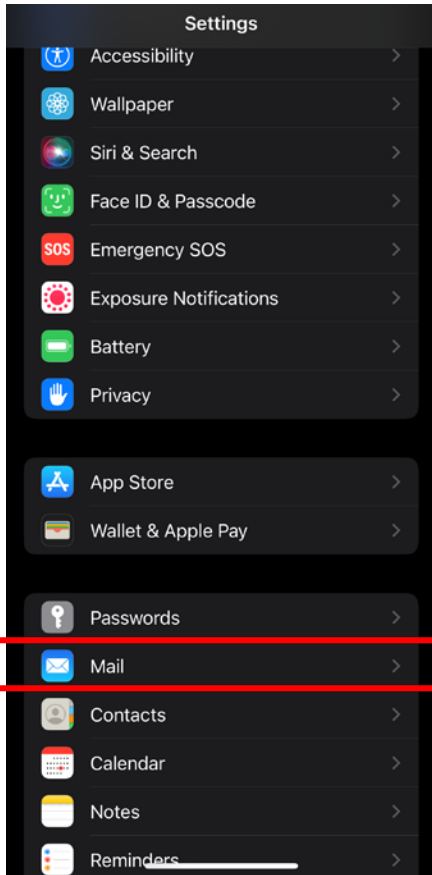
You will be directed to authenticate with Duo. Follow the prompts.
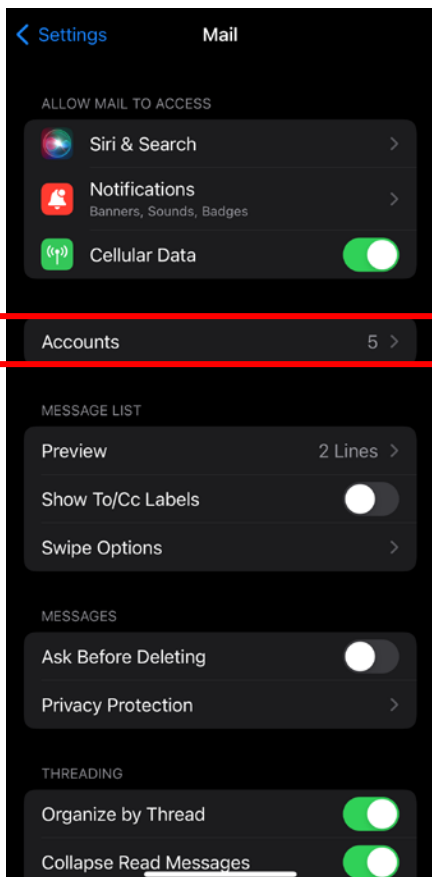
Ensure that your options are all toggled On.

Depending on the size of your mailbox and calendar, data may load slowly.
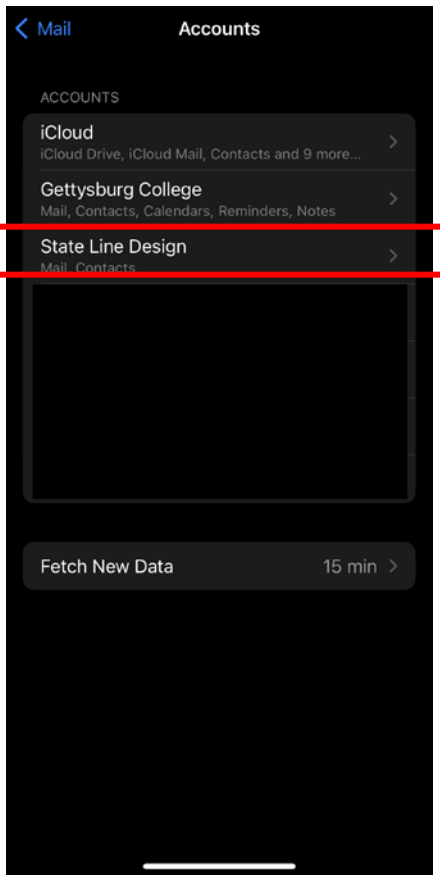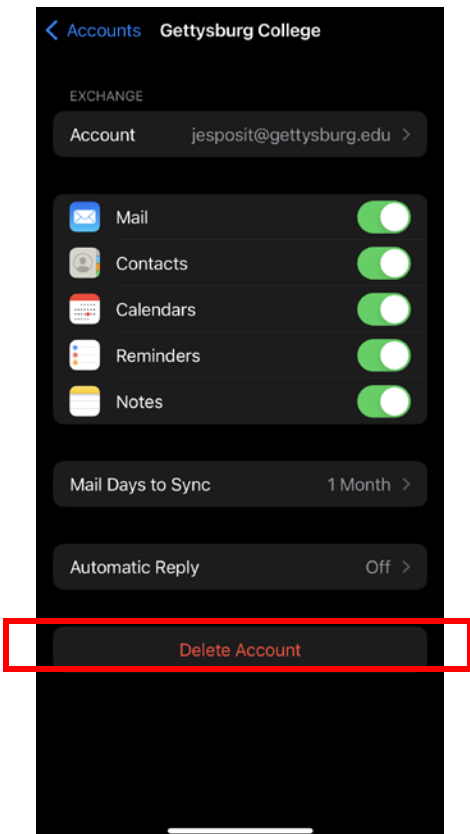
To Delete an Account:

Open Settings -> Mail

Choose Accounts

Tap the Account

Tap Delete Account

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