Setting up UHCL’s Email on an iPhone/iPad

This document is intended to be a self-help guide for setting up your iOS device on UHCL’s e-mail system. There is a separate guide to connecting to the UHCL wireless network.

If you need to remove an account first:

- Go to Settings
- Passwords & Accounts
- Select the account
- Select Delete Account

To add an account:

- Go to Settings
- Passwords & Accounts
- Add Account
- Select Microsoft Exchange
- Type in your UHCL e-mail address
- Type in a description or accept the default
- Select Next
- Select Sign In and wait for your address will be verified
- Enter your password when prompted
- Select Sign In