Disclaimer

No private, personal, sensitive or con-
fidential information should be per-
manently saved in this MTSU resource.
The Jones College of Business (JCB)
Computer Lab is not responsible or
liable for the privacy, data security
implications nor the contents of the
documents or apps downloaded. The
end-user is responsible for signing
out from his/her personal account(s)
before returning the iPad to the JCB
Computer Lab. All the content and
apps will be permanently deleted from
the device once it is returned.

iPad Loaner Program

Setting up your Email

MIDDLE TENNESSEE STATE UNIVERSITY

JENNINGS A. JONES COLLEGE OF BUSINESS®

Business Computer Lab

For more information, contact us:

Business and Aerospace Building
Room 137D

Phone: 615-898-4537
E-mail: jcblab@mtsu.edu

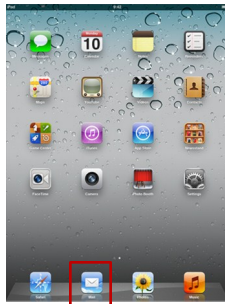## Jones College of Business Computer Lab
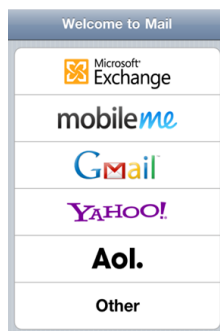
Middle
Tennessee
State
University

Setting up an Email Account

Before you can use your email account on an iPad you need to add your account to the Mail application.

1. Tap **Mail** on the Home screen of the iPad

2. Select **Microsoft Exchange** if you want to configure your MTSU email account.

You can also configure any other additional account types by tapping on them. If you don't see your email provider listed, tap **Other** > **Add Mail Account.**

3. Enter your account information and tap **Save**. Mail configures most email accounts automatically. Otherwise, you will be prompted for any additional settings.
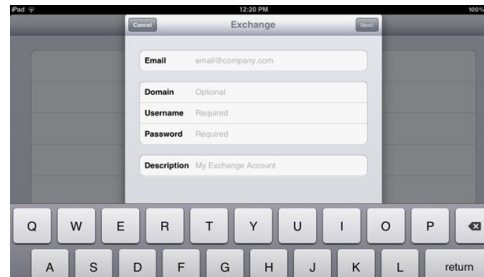
Settings for faculty/staff **MTSU Outlook Accounts**:

Email: youremailid@mtsu.edu

Domain: fsa.mtsu.edu

Username: youremailid

Password: your fsa password

Settings for students **MTSU MTMail Accounts**:

Email: username@mtmail.mtsu.edu

Domain: outlook.com

Username: username@mtmail.mtsu.edu

Password: your MTMail password

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4. If you entered all the information correctly, it will show another screen with all your account details and check marks next to each item:

Please make sure the server field contains the correct information. If you are:

- Faculty/staff: owa.mtsu.edu

- Student: outlook.com

Click on Next.

The following screen will pop-up. We recommend to disable **Contacts, Calendars and Reminders** or any changes you make in the iPad will overwrite information on your account.

5. Once your account information is saved you can start sending and receiving email.

6. You can configure additional accounts by tapping **Settings** > **Mail, Contacts, Calendars** > **Add Account**

7. If you need more information or assistance, you can go to:

http://www.apple.com/support/ipad/assistant/mail/

WARNING

If you enable syncing with Contacts and Calendars, it **WILL** erase any Contacts and Calendars you previously had set on this IOS device.