

ITS Computer Services

iPhone Configuration for Faculty and Staff Email

If you own an Apple iPhone and would like to receive your JMLS email on your phone, the instructions below will walk you through setting up your personal email account on your phone.

1. If this is the first e-mail account on your iPhone, tap **Mail**. Otherwise, tap **Settings > Mail, Contacts, Calendars > Add Account**.
2. Tap **Microsoft Exchange**.
3. Tap in the **Email** box and enter your full JMLS email address (for example, username@jmls.edu)
4. Tap in the **Username** box and enter **exchangeusername** (for example, exchange\7professor)
5. Tap in the **Password** box and enter your password.
6. Optionally, tap in the **Description** box and enter a short description for the account.
7. Tap **Next**.
8. Tap **Server**.
9. Enter your **webmail.jmls.edu**
10. Tap **Next**
11. Optionally if you would like to synchronize your **Contacts** and/or **Calendars** switch them to **On**
12. Tap **Save**
13. Your account is now setup on your iPhone