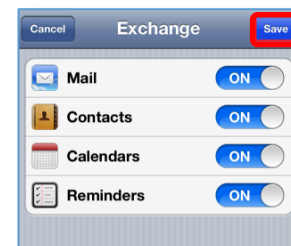
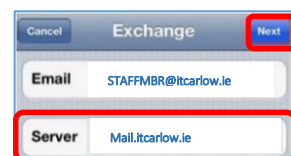
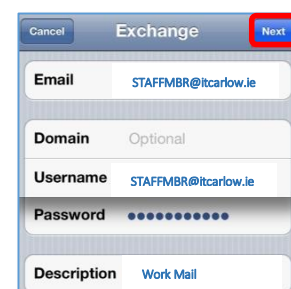
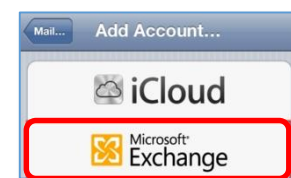


102. Set up IT Carlow Staff Email on an iPhone/Device



How to configure the mail app for your IT Carlow Email:

- If this is the first email account on your iPhone, tap **MAIL**
- Otherwise, tap **SETTINGS** → **MAIL, CONTACTS, CALENDARS**
- Tap → **ADD ACCOUNT**
- Tap **MICROSOFT EXCHANGE**
- Enter in the following settings:
 - **Email:** Type the FULL student email address
i.e. **STAFF MEMBER@itcarlow.ie**
 - **Domain Box:** Leave blank
 - **Username:** Type the FULL student email address
i.e. **STAFF MEMBER@itcarlow.ie**
 - **Password:** Use the staff **PASSWORD**
- Tap **NEXT** on the upper-right corner of the screen.
- In the **SERVER** box, enter your server name
i.e. **MAIL.ITCARLOW.IE**
- Tap **NEXT**
- Choose the type of information you want to synchronize between your account and your device, and then touch **SAVE**.
- By default, Mail, Contacts, and Calendar information are synchronized.



Note: This guide is intended for staff only.