



How to Set up Exchange ActiveSync on iOS 13

When you add your Exchange ActiveSync account, you can sync your Mail, Contacts, Calendars, Reminders, and Notes wirelessly with your iOS device.

If you are needing to re-establish your LLU email account on your phone after the Students email address change, you will need to delete/remove the previous account from your phone. This will not affect your mail on the server.

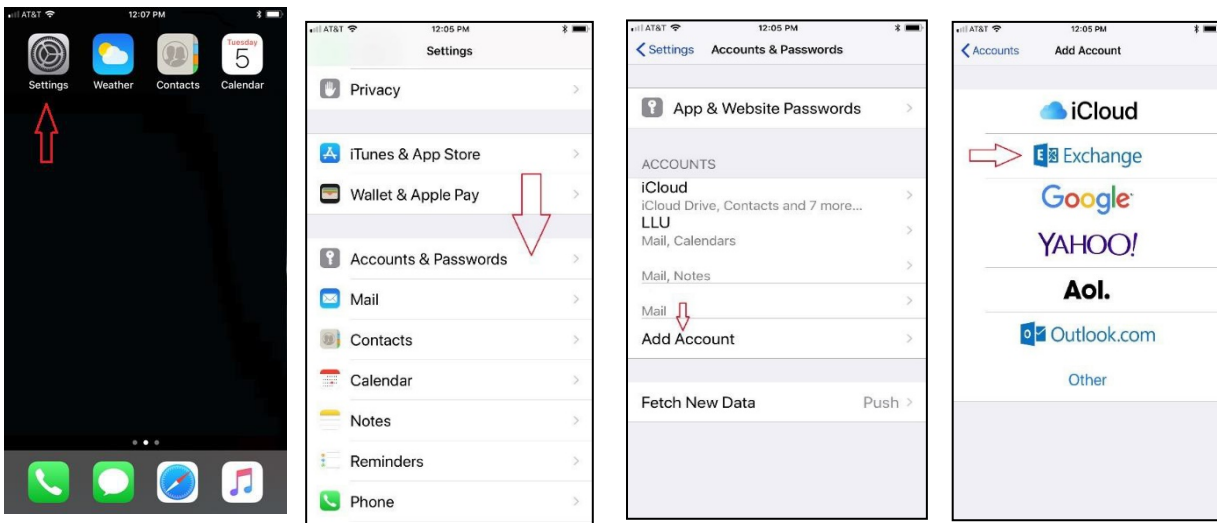
Your username is typically the part of your email address in front of the @ sign.

In some cases, your user name will be you EID number (found on your ID badge in the lower right corner – it starts with 19)

Please try both as your user name before calling the Help Desk for assistance.

1. Add your Exchange account

Tap Settings > Accounts & Passwords > Add Account > Exchange.

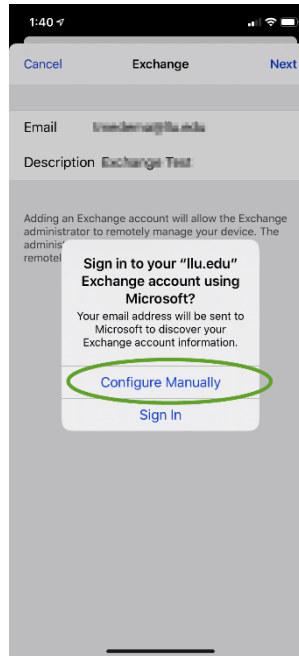
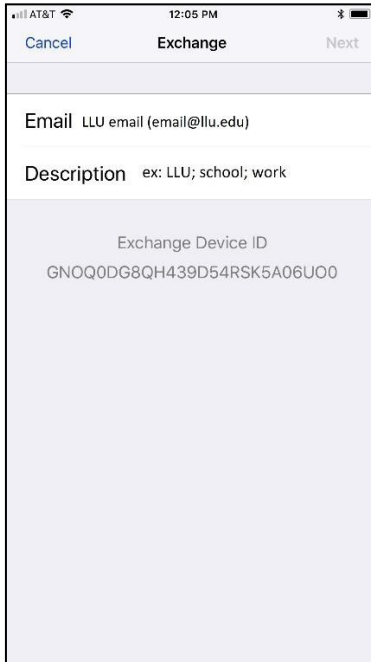




2. Enter your information

Type in your LLU email address and description. Remember to use the full email address, either email@students.llu.edu or email@llu.edu depending on your role as a Student or Faculty/ Staff.

If prompted click on Configure Manually.



3. Connect to the Exchange Server

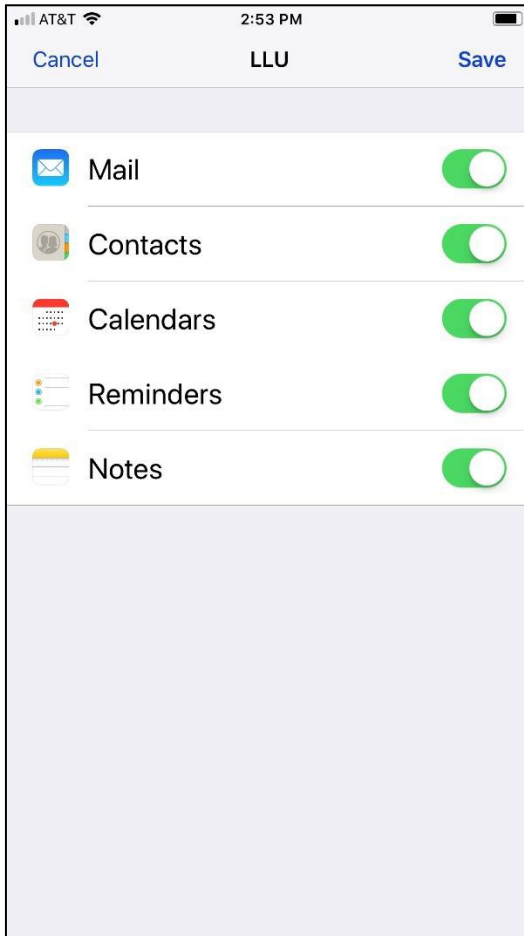
If you choose to Configure Manually, your iOS device will try to find our Exchange Server. The app should auto-discover the settings it needs. But if prompted to enter the server and domain use the info below.

Server:
email.llu.edu
Domain: llu



4. Sync your content

You can sync Mail, Contact, Calendars, Reminders, and Notes. When you're finished, tap Save.



5. Edit your Exchange settings

Tap Settings > Mail, and select your Exchange account, then tap Account Info. You can also shut off automatic out-of-office replies and change how often you want Mail to sync. By default, Mail will keep seven days worth of mail sync'd. You can opt for more if you have storage available on your phone.