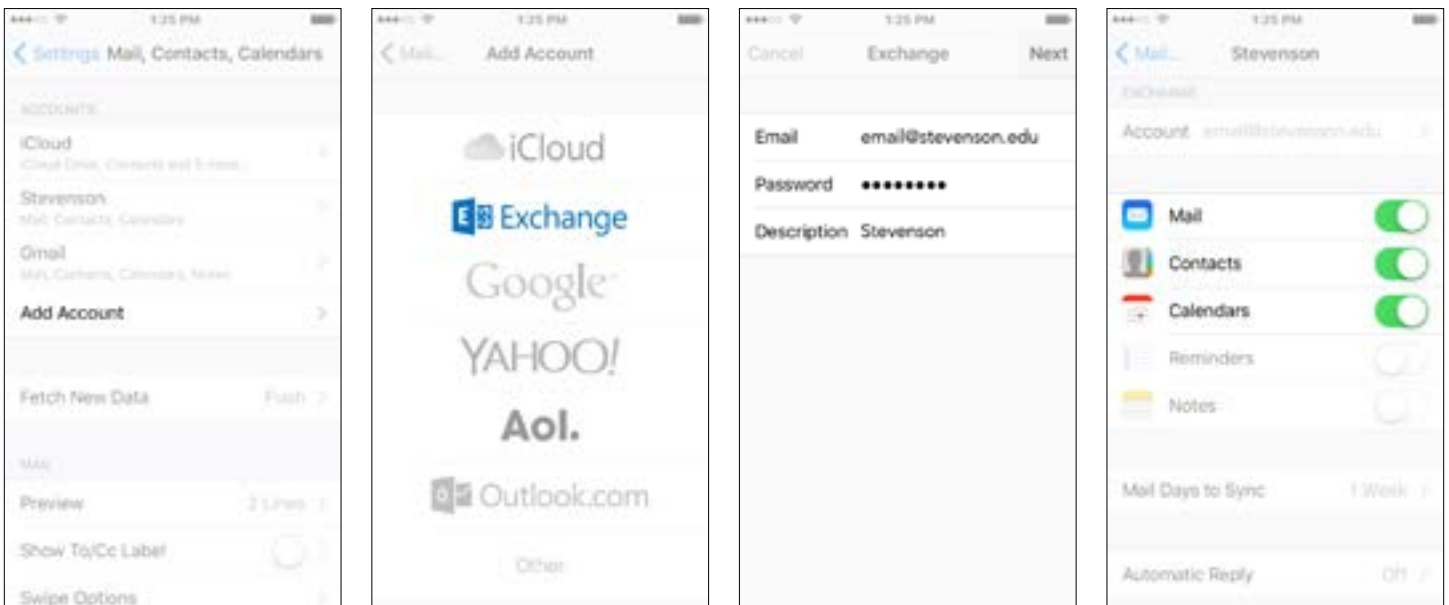


BEFORE STARTING

Be sure to have a stable wireless or cellular signal or the setup process will fail.

1. On your device, go to Settings > Mail, Contacts, Calendars > Add Account
2. Select Microsoft Exchange
3. Enter your Stevenson e-mail address
6. Enter your Stevenson Single Sign-On password
7. In the Description field, you may enter anything you wish to help you differentiate this e-mail account from others you may have set up on your device
8. Click Next
9. Turn on the options from your Exchange account that you wish to have synced with your device



PLEASE NOTE:

- **IF YOU CHANGE YOUR SINGLE SIGN-ON PASSWORD, YOU MUST CHANGE IT ON YOUR DEVICE IMMEDIATELY OR YOUR DEVICE WILL LOCK YOUR ACCOUNT DUE TO REPETITIVE ATTEMPTS TO LOG IN USING INCORRECT CREDENTIALS**
- Network connectivity is critical for sending and receiving content
- It is **STRONGLY** recommended that you turn on a device password to prevent access to your e-mail and critical campus information when using portable and personally owned devices
- While this service is provided to all faculty staff and students, delivery and tracing of mail sent or received through externally owned and managed devices cannot be guaranteed. Please check your e-mail account regularly by going to the **Stevenson University Home Page > Quick Links > Outlook Web Access** to ensure that you check on all critical campus communications

Using ActiveSync

ACTIVE SYNC will only sync old calendar and mail items for the last 30 days. New and future items are synced, but items older than 30 days will be ignored by Active Sync. Please check the instructions for your specific device on where to enter this information. You may also wish to check with your cell provider as some providers allow you to enter various email account settings on the web site used to manage your cellular account.

Account Type: MS Exchange

Server: owa.stevenson.edu

Security: SSL

Domain: stevenson.edu

Email: (enter your full Stevenson e-mail address)

Username: (your single sign-on username)

Password: (your single sign-on password)

Description: (you can name this something like "Stevenson E-Mail")