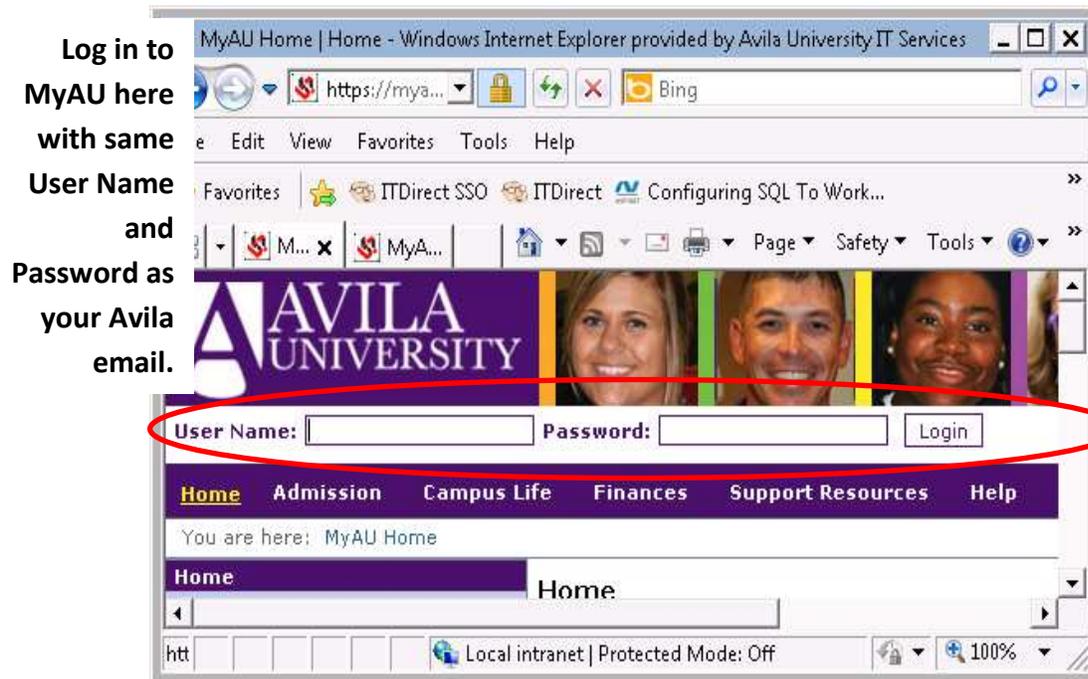
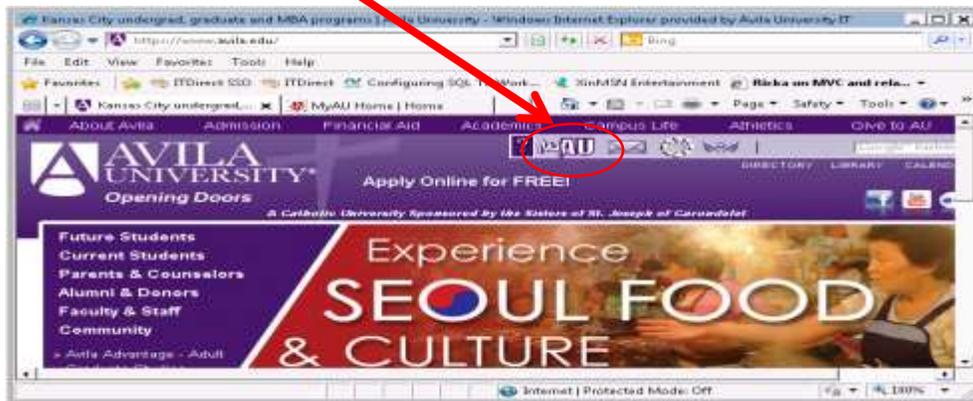


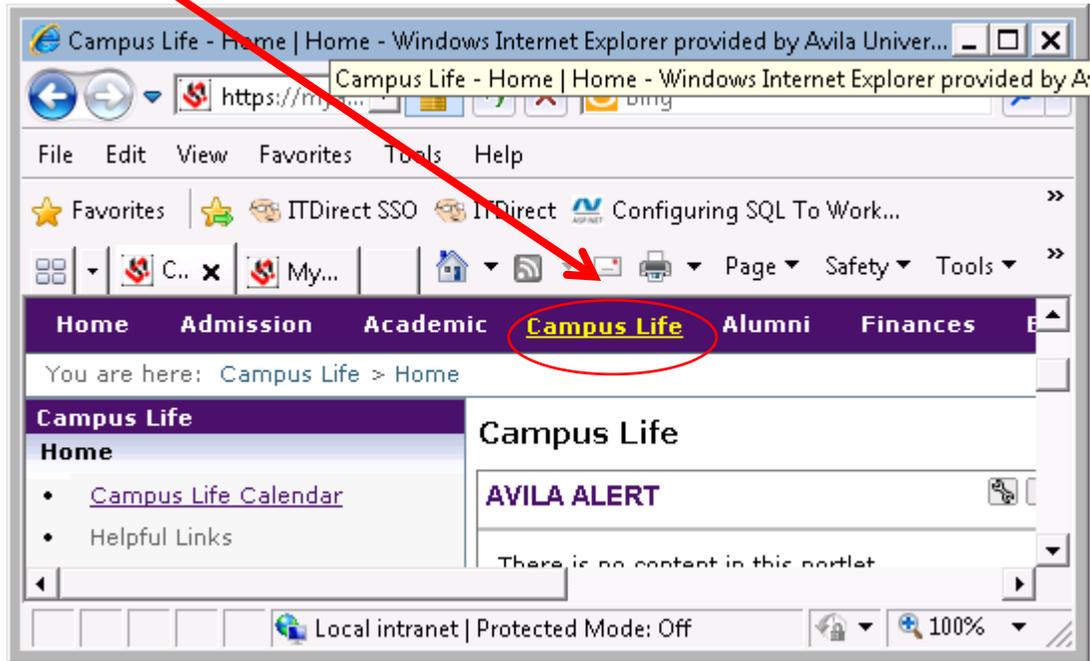
iPhone iPad iPod Touch Synchronize Avila Email Instructions

If you have already submitted the FERPA Remote Email Agreement in MYAU, go to page 3 for further instructions.

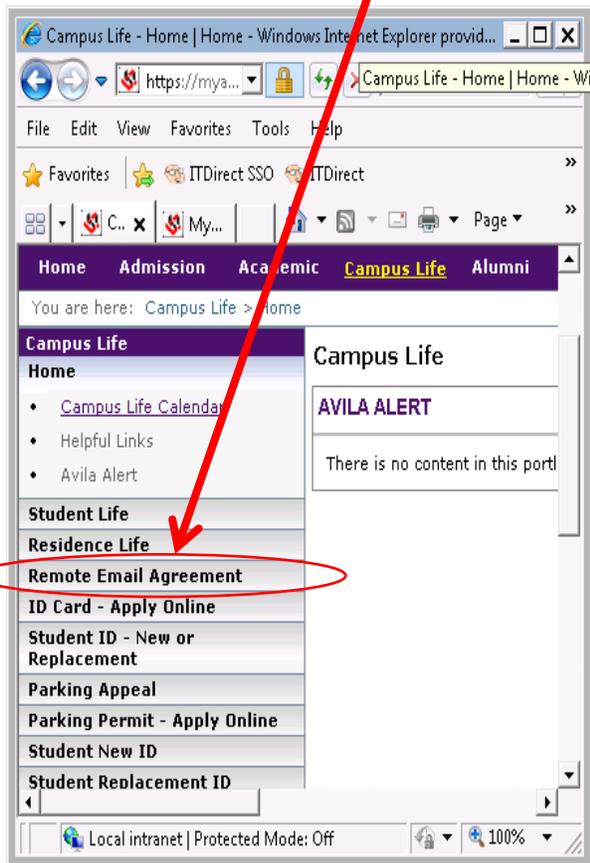
First log into MyAU to sign Remote Email Agreement



Click on Campus Life



Click on Remote Email Agreement



Once you have clicked on the Submit button and agreed to the FERPA agreement wait 45 minutes. After the 45 minutes is over please try these instructions below:

1. Tap Settings > Mail, Contacts, Calendars> Add Account> Microsoft Exchange
2. Email: Enter your complete email address (lastname+studentID#@avila.edu)
ex. Jones123456@avila.edu
3. Domain: Enter **AVILA**
4. Username: **lastname+studentID#**
5. Password: **Use same password as your Avila Email**
6. Description: **Which may be anything you like**
7. Tap the **Next** button at the top right

The screenshot shows the 'Exchange' account setup screen on an iPhone. The status bar at the top displays 'Carrier', signal strength, Wi-Fi, and the time '9:42 AM'. The screen title is 'Exchange' with 'Cancel' and 'Next' buttons. The form fields are as follows:

Field	Value
Email	email@company.com
Domain	Optional
Username	Required
Password	Required
Description	My Exchange Account

8. Server: Enter **eaglemail.avila.edu**



Your iOS device will try to create a secure (SSL) connection to your Exchange Server. Accept any SSL errors.

Choose which type or types of data you would like to synchronize: Mail, Contacts, and Calendars.



9. Tap Save
10. Avila Email will then Sync with your device

If you need more assistance, please come by the IT Services Help Information Center in the library. Thanks!