## 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





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Click on Remote Email Agreement

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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 (<u>lastname+studentID#@avila.edu</u>) 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

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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.

Mail	ON
Contacts	ON
Calendars	ON

- 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!