# **TRU Outlook**

## Setup Exchange ActiveSync on iPhone / iPad

#### Setting up Exchange ActiveSync on IOS (iPhone/iPad)

Select "Settings" - "Mail, Contacts, Calendars" - "Add Account" - "Exchange".

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Privacy	ACCOUNTS	
	Add Account >	lCloud 🍊
iCloud		E Exchange
iTunes & App Store >	Fetch New Data Off >	
Mail Contacts Calendars	MAIL	Google
Notes >	Preview 2 Lines >	YAHOO
Reminders >	Show To/Cc Label	
Phone >	Swipe Options >	AUI.
Messages	Flag Style Color >	
FaceTime	Ask Before Deleting	Other
Mans	Load Remote Images	Other

#### **Complete the following fields:**



**Email**: Your network username + @tru.ca (Most e-mail addresses match the username, but if yours does not match, please use your network (Active Directory) username and add "@tru.ca")

**Password**: Your network password (The same password you use to log into your PC on campus)

**Description:** TRU Exchange

Select "Next" - Your iOS device will now try to locate your Exchange Server.

### Setup Exchange ActiveSync on iPhone / iPad

Choose which content you would like to synchronize: Mail, Contacts, and Calendars. Tap save when finished. (Defaults are recommended)

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Canc	el Exchange	Save
	Mail	
1	Contacts	$\bigcirc$
	Calendars	
	Reminders	
	Notes	

It may take some time before mail starts to appear on your device. Please be patient.

**Note:** To modify your exchange settings, select "Settings" - "Mail, Contacts, Calendars", select your "Exchange account", and select "Account Info"