

How to Set Up Email on an Apple iOS Device

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ISSUE

How to setup your Columbus State E-mail on an Apple iOS Device

ENVIRONMENT

Apple IOS Devices

CSCC Email

RESOLUTION

From your iPhone, iPad, or iPod Touch

1. Go to **Settings**
2. From **Settings** Go to **Mail, Contacts, Calendars**
3. From **Mail** select **Add Account...**
4. From **Add Account** select **Microsoft Exchange**
5. For **E-mail** enter your **full** student or employee e-mail address (example: username@student.cscs.edu or username@cscs.edu)
6. If **Server** field is available enter **outlook.office365.com** if not leave blank until after attempting to verify settings.
7. **Domain** should be left blank
8. **Username** enter your **full** student or employee e-mail address (example username@student.cscs.edu or username@cscs.edu)
9. **Password** enter your current student or employee password used for CougarWeb and Blackboard
10. **Description** enter student.cscs.edu or employee.cscs.edu
11. After fields have been entered tap **Next** to Verify Settings.

CAUSE

N/A

METADATA

Author: Christopher Bunner

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Posted by: [Debra Hitch](#) - Nov 5, 2015 at 1:11 PM. This article has been viewed 46459 times.

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