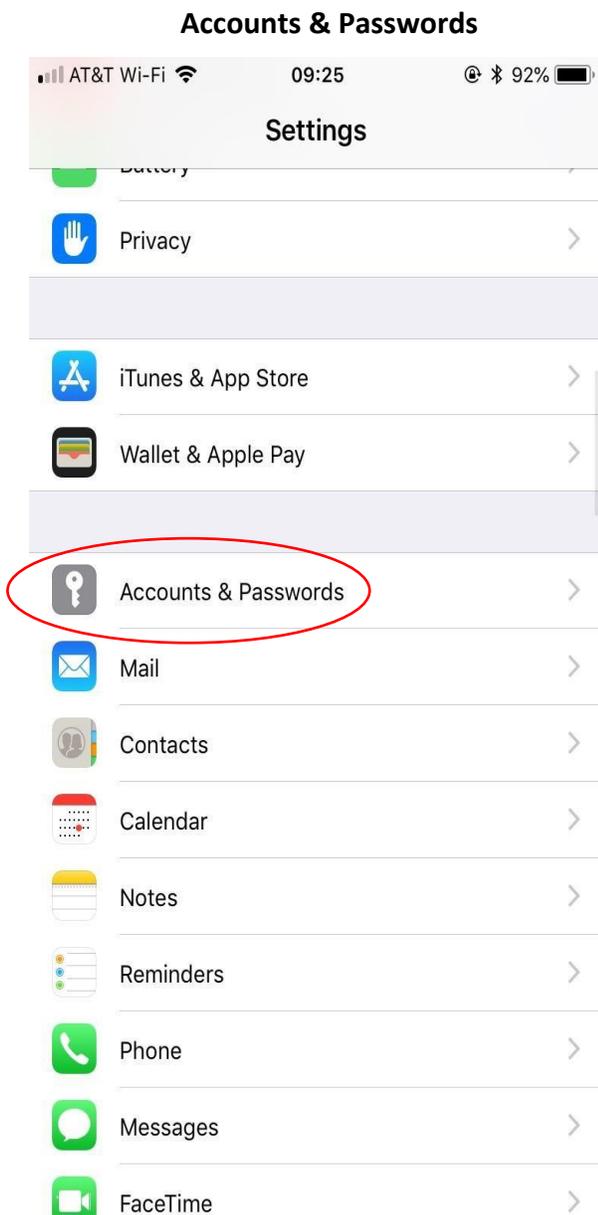


Syncing Your McKendree Email to an Apple Device

Depending on which version of iOS your device is running, the layout of your device may vary compared to these instructions.

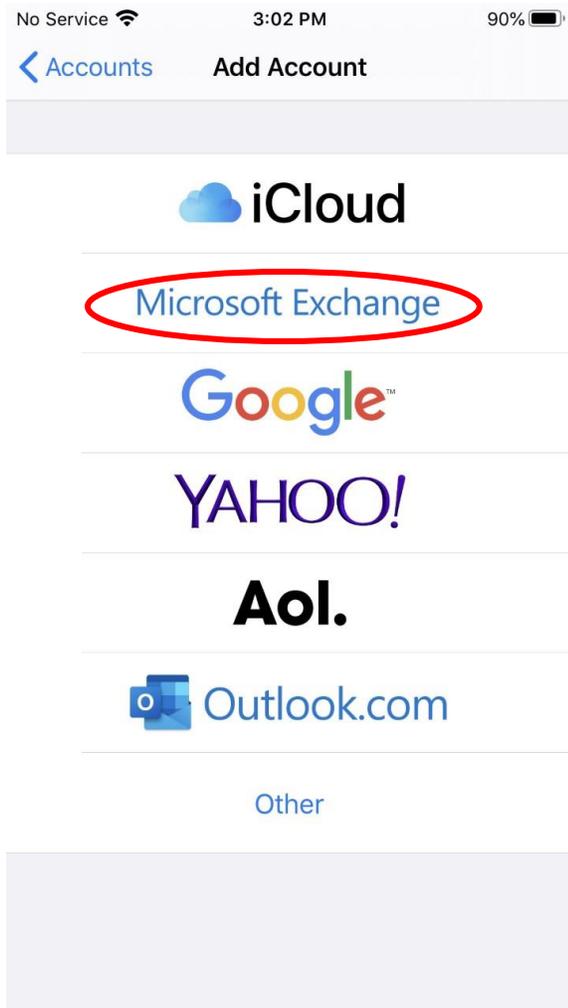
Step 1: Go to **Settings** and tap **Accounts & Passwords**



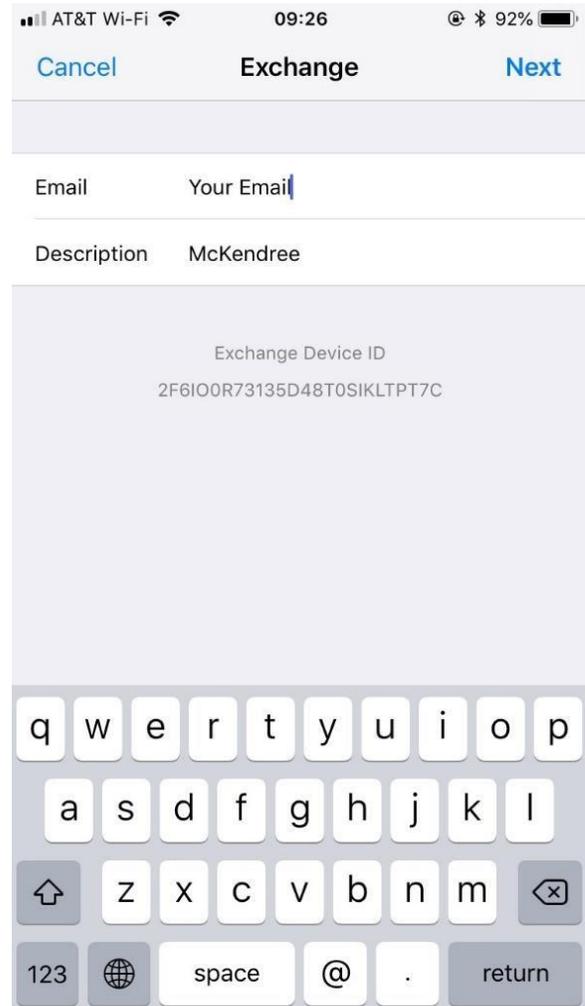
Step 2: Select **Add Account**



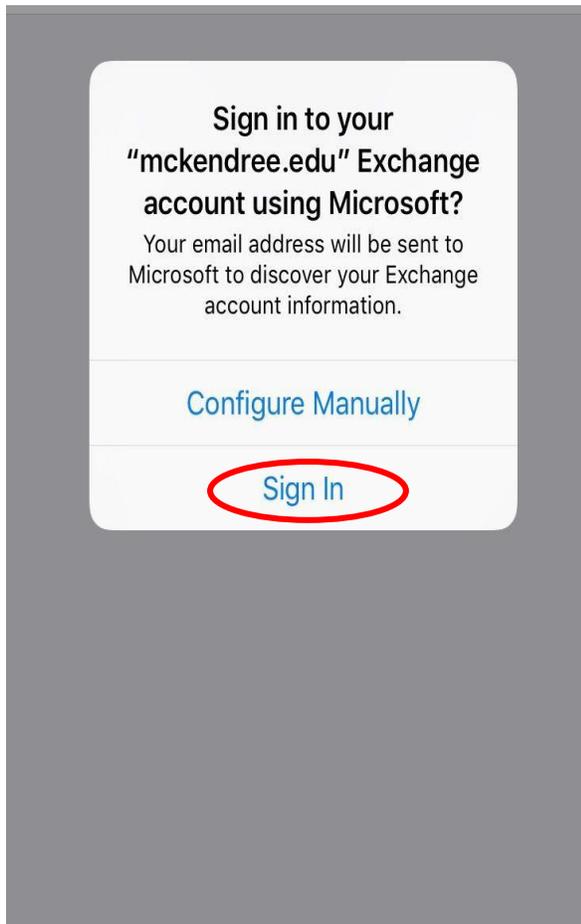
Step 3: Select Microsoft Exchange



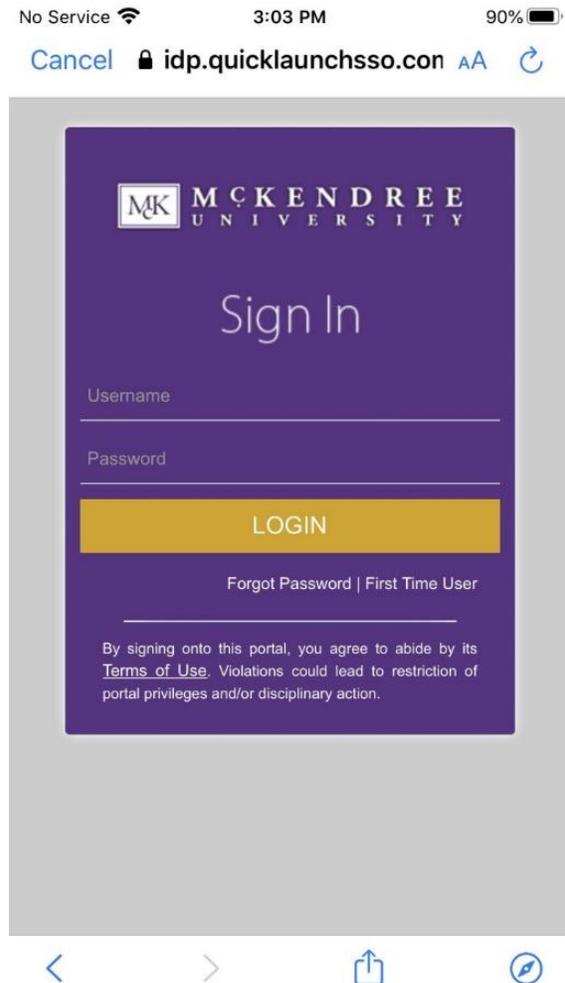
Step 4: Enter your McKendree email address



Step 5: Select **Sign In**



Step 6: Enter your McKendree credentials



Step 7: Press **Continue** to finish

Are you trying to sign in to Apple Internet Accounts?

Only continue if you downloaded the app from a store or website that you trust.

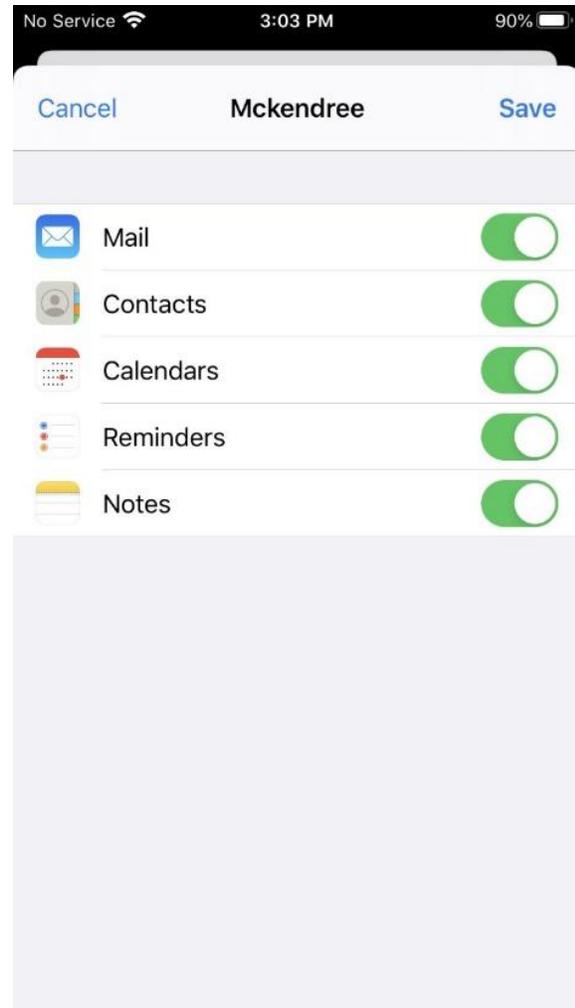
Cancel

Continue

Students: Please use your username, which would be your first initial, last initial followed by your student ID. Employees: Please use your email address. For assistance, call the HelpDesk, (618) 537-6445



Step 8: Select your sync preferences and tap **Save** in the top-right corner



Step 9: Your McKendree email account is added and synced in your Mail app

