



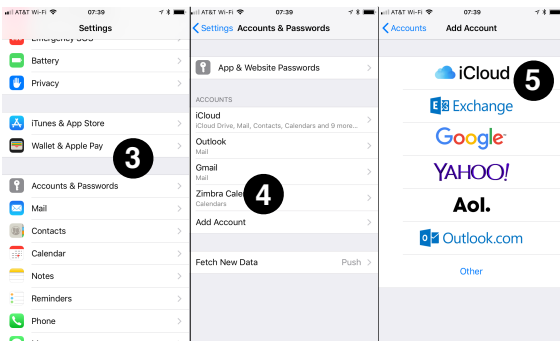
4J Mail & Calendar Setup for iOS

Exchange enables your iOS device to access your 4J email, calendars and contacts using built-in apps. Exchange only shows calendars you own. If you need to see calendars that other users have shared with you, please complete the CalDAV section, too.

Important: Exchange will require you to lock your device with a PIN number and Touch ID (if available.) If someone tries unsuccessfully to unlock your device too many times, it will automatically be erased. Please be sure to make regular backups via iCloud, or using iTunes on your Mac or PC.

Exchange

1. Make sure you are signed into the wireless network.
2. Open the **Settings** app on your device.
3. Tap on **Accounts & Passwords**
4. Tap on **Add Account**
5. Tap on **Exchange**



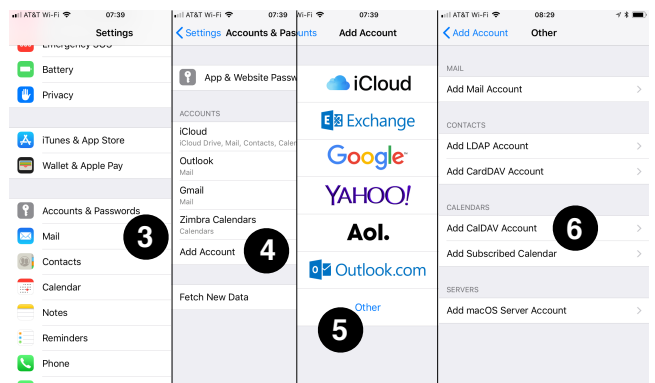
6. Enter your **4J Email** address, put **Zimbra** in the **Description** field, and tap **Next**.
7. Tap on the **Configure Manually** button.
8. Enter your password, then tap **Next**.
9. In the **Server** field, enter **mail.4j.lane.edu**
10. Leave **Domain** blank.
11. In the **Username** field, enter your 4J email address.

Email	your_username@4j.lane.edu
Server	mail.4j.lane.edu
Domain	Optional
Username	your_username@4j.lane.edu
Password	●●●●●●●●

12. Tap **Next**. You will be given the option to sync **Mail**, **Contacts**, **Calendars** and **Reminders**.
13. Tap **Save**, then go to the **Mail** app to read your email.

CalDAV

1. Make sure you are signed into the wireless network.
2. Open the **Settings** app on your device.
3. Tap on **Accounts & Passwords**
4. Tap on **Add Account**
5. Tap on **Other**
6. Tap on **Add CalDAV Account**



7. In the **Server** field, enter **https://mail.4j.lane.edu**
8. Enter your 4J email address and password in the **User Name** and **Password** fields.
9. Enter a description, such as **Zimbra Calendars**.

Server	https://mail.4j.lane.edu
User Name	your_username@4j.lane.edu
Password	●●●●●●●●
Description	Zimbra Calendars

10. You will be asked if you want to sync both **Calendars** and **Reminders**. Leave both checked and tap **Save**.
11. Exit out of **Settings** and go to the **Calendar** app.
12. It is possible that you now have redundant entries for your personal calendars – copies retrieved by both Exchange and CalDAV. If you do, tap on the **Calendars** button at the bottom of the screen and un-check the duplicates.