How to Configure Exchange on iPAD

1. Click on settings on your iPAD



2. Click on the "mail" tab and then "add account"

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Settings	Mail, Contacts, Calendars
Airplane Mode OFF	Accounts
	Mail. Contacts, Calendars, Bookmarks and 5 more.
Notifications	Add Account >
Location Services On	
Carrier GloGhana	Fetch New Data Push >
Cellular Data	Mail
🙀 Brightness & Wallpaper	Show 50 Recent Messages
Picture Frame	Preview 2 Lines >
General 1	Minimum Font Size Medium >
Kan iCloud	Show To/Cc Label
Mail, Contacts, Calendars	Ask Before Deleting OFF
Twitter	Load Remote Images
SaceTime	Organize By Thread ON
Mafari Safari	
O Messages	Always Bcc Myself
Music	Increase Quote Level On >
	Signature Sent from my iPad >
Video	Default Account iCloud >
📌 Photos	Messages created outside of Mail will be
T Notes	sent from the default account.
Store	Contacts
Apps	Sort Order Last, First >
🔔 Christmas	Display Order First, Last >

3. Click on Exchange as shown below



4. Enter your email in the Email and Username text fields with the corresponding password in the password text box. Add the description and click on next

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Set	tings		Mail, Contacts	Add Account		
Airplane Mo	ode 🔿	OFF				
🛜 Wi-Fi	BJC	C@S5		🖾 iCloud		
Notification	s			Microsoft	_	
Location	ancel	-	Exchange		Next	
Carrier			-			
Cellular	Email	okas	amafo@ug.edu.gh			
Brightne	Domain	Optic	anal			
Picture F	Username	okas	amafo@uq edu dh			
General	Password	ORdas				
iCloud	russiloru					
Mail, Co	Description	Exch	ange			
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• FaceTim					- 84	
Safari						
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5. If the dialog box asks for a server, type in "mail.ug.edu.gh" as shown below and click next



6. Select all applications you want to use with exchange as shown below and click on save

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Settings		Mail, Contacts	Add Account	
Mirplane Mode	OFF			
🛜 Wi-Fi	BJC@S5		🖾 iCloud	
Notifications			Microsoft Exchance	
Location Cancel		Exchange		Save
Carrier				
Cellular 🖂	Mail		ON	
Brightne	Contacts		ON	
Picture F	Calendars		ON)
General	Reminders		ON	
iCloud				
Mail, Co				
Twitter				
FaceTim				
Safari				
Message				
Music				
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7. You have successfully configured your exchange mail as shown below. Click on the default account to select "Exchange" as your default account to be able to send mails from Exchange.



