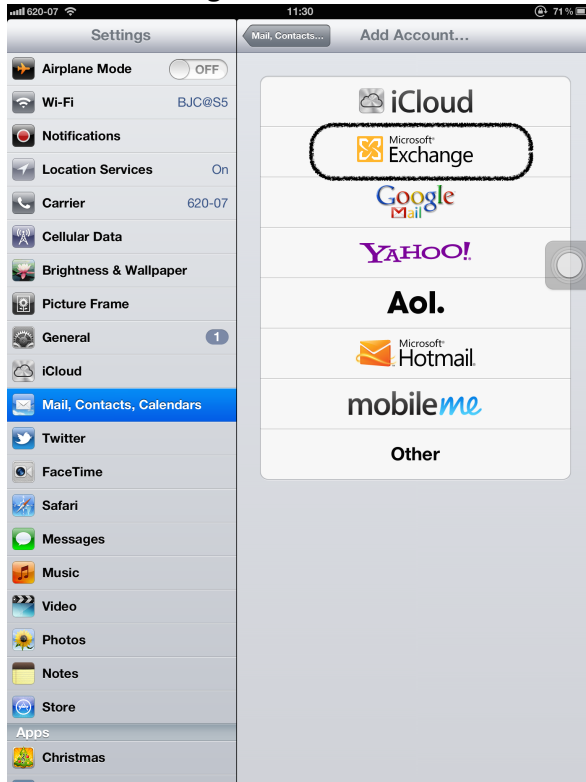**How to Configure Exchange on iPAD**
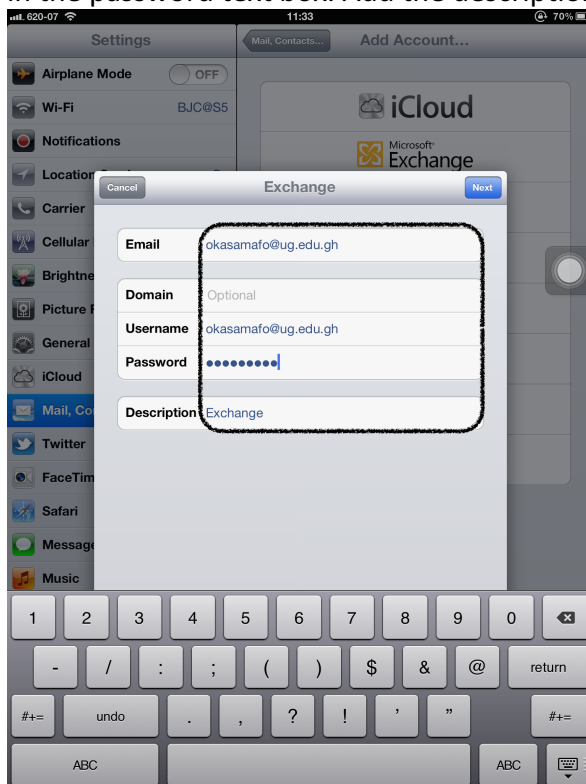
1. Click on settings on your iPAD



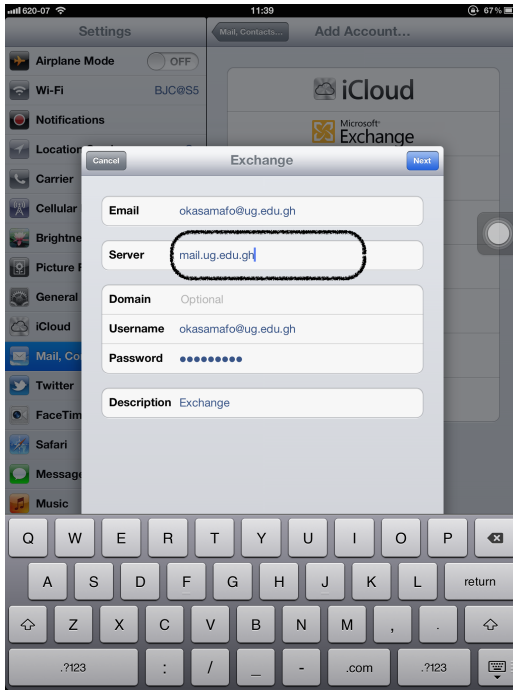2. Click on the "mail" tab and then "add account"
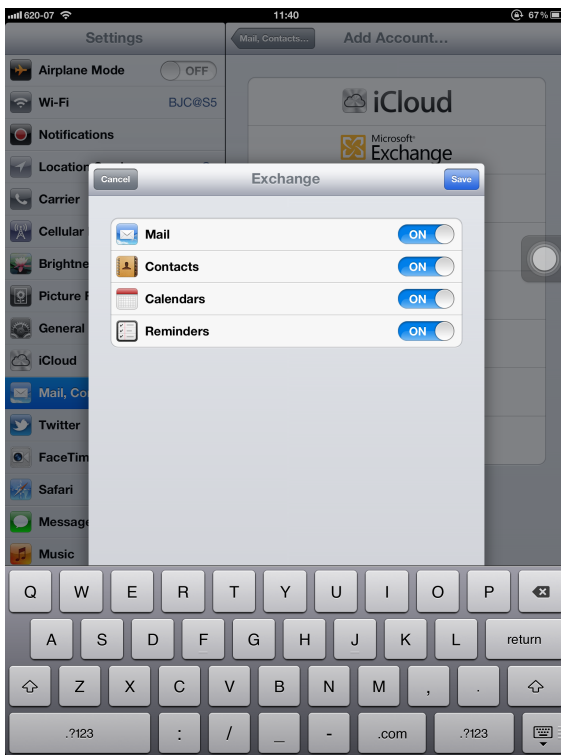
3. Click on Exchange as shown below



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

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

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.