

# Apple iPad

## Setup Guide for NUS Exchange

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Updated on: 26 Jan 2013  
Illustrations from iPad 2 with iOS 6

## A. Introduction

This document shows the step by step instructions on how to configure your iPad to connect to the NUS Exchange Server, so as to access your NUS emails.

Note: Please check that you have internet connection, before continuing with the steps.

## B. Configure NUS Exchange on iPad

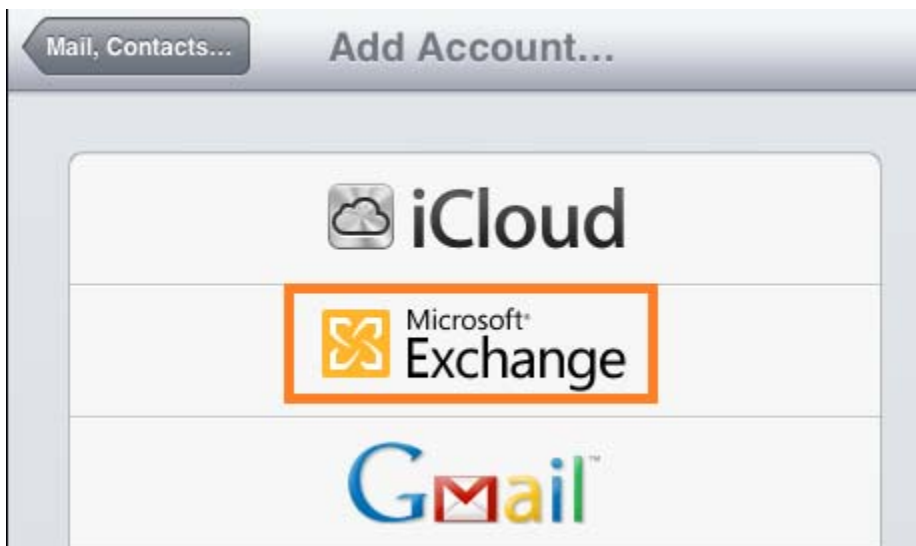
1. Tap the **Settings** icon.



2. Tap **Mail, Contacts, Calendars** and tap on **Add Account...**



3. Tap **Microsoft Exchange**.



4. Enter the required information and tap **Next**.

Email: your full NUS email address

Password: your email password

Description: you can give any name here



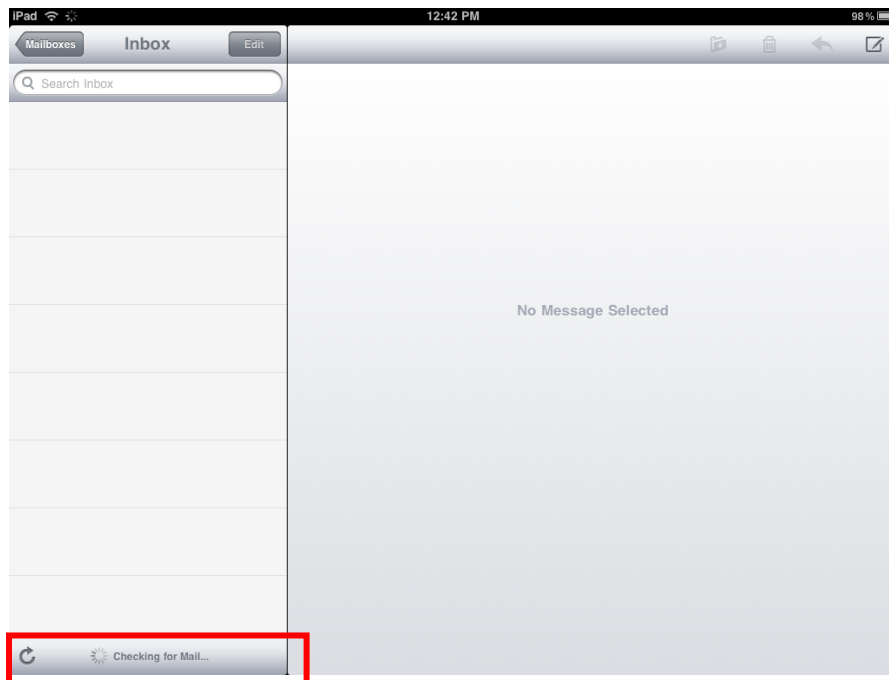
5. The setup will now verify your information.



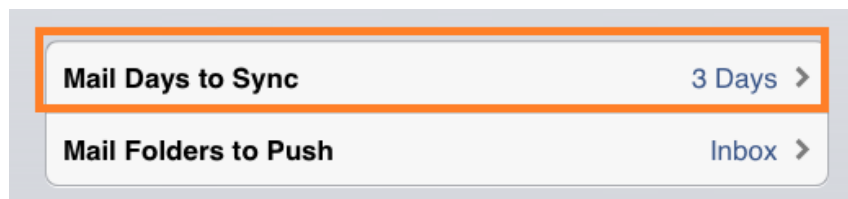
6. Once the setup is successful, tap **Save**.



7. iPad will now synchronize your NUS emails from the Exchange Server when you open the Mail app.



Tip: you can choose the number of days which Mail app will sync with Exchange Server – go back to **Settings > Mail, Contacts, Calendars** > tap the account which you have created > tap on **Mail Days to Sync**



Choose the duration which suit your preference.

