Setting up Faculty and Staff E-mail on your iPhone

CURRENT iPHONE USERS

For those with e-mail already set up on their phones, following the steps below:

1. Go to Settings---> Mail, Contacts, Calendars
2. Click on your Email account
3. Click on Exchange Account
4. Go to Server and change to m.google.com
5. Go to Username and enter full e-mail address, e.g., username@union.edu.
6. Click Done

NEW iPHONE USERS

For those who have not set up access to their e-mail on their phones, following the steps below:

1. Open the Settings app on your device
2. Tap Mail, Contacts, Calendars
3. Tap Add Account...
4. Tap Exchange
5. Enter your account information:
   a. Email: username@union.edu
   b. Password: password
   c. Description: Union College account
6. Tap Next
7. Enter server information:
   a. Server: m.google.com
8. Tap Next: