Configuring iPhone/iPad to Access JagMaMicrosoft Exchange account type)

Now that you have instalteGoogle Sync and have your JagMail account configured to run with the Outlook client, you may also wish to configure your into the device so that you can access your mail, calendar, and contacts just as you do on you. If you want access to share the dars and your JagMail contacts including the University employee global address book, select the Microsoft Exchange account type. Most university employees will wish to use this For full installation instructions, go to http://support.google.com/a/users/bin/answer.py?hl=en&answer=1387640 follow the abbreviated steps outline does outline does not be a customized for JagMail.

Getting Started

- 1. Open the Settingsapplication on your device's home screen.
- 2. OpenMail, Contacts, Calendars.
- 3. PressAdd Account....
- 4. SelectMicrosoft Exchange.



Enter Account Info

- 5. In the Emaifield, enter yourfull JagMailemail address
- Enter your JagMail password as the Password
- 7. (Optional: Change description to JagMailor JagMail Exchange
- 8. TapNext at the top of your screen
- 9. On the next screenthe Server name is m.google.com
- 10. Skip the Domain
- 11. Enter your full JagMail email address again as the Username



- 12. Password and Description fields should already be populated.
- 13. PressNext at the top of your screen again.

Enable Mail and Calendar

- 14. Select the Google services (Mail, Calendar, and Contacts) you want to sync. To receive and respond to meeting requests on your device, both Maild Calendameed to be turned on, and New eventsneeds to be enabled in your Google Calendar settings.
 - To enable 'New events', sign in to your Google Calendar using the web browser on your phone or computer. Go to Calendar Settings Salendars Slick on the Notifications for the calendar you want to sync. Undermailcheck 'New events' (and any of the other Invitation settings you want enabled e.g. changed events, cancelled events, event responses), and click Save
- 15. Unless you want to delete all the existing Contacts and Calendars on your phone, select the Keep on my iPhone (or iPad or iPod touch) option when prompted. This will also allow you to keep syncing with your computer via iTunes

You've set up Google Sync! You can gobeomailicon on the home screen of your device to see data contained in your JagMail account.

Enable Multiple Calendars

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2. Click Sign with your Google Accound button pictured in Figure 10 the right. (Note: If you are already signed in to your Mail account on the phone, skip to step 4.)



3. Sign inyour account using your full JagMail email address and passw



Figure1: Step 2

4. Select your device from the list of connected devices to configure Calendars

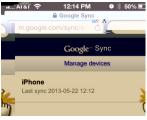


Figure2: Step 4

- 5. You will see a list of your calendars if you have multiple calendars, as well as a list of sharedcalendars that are accessible by your JagMail Account. Check any you would like to see on your iPhone/iPad.
- 6. Touch Save and proceed with configuration



Figure 3: Steps 5 and

Notes about Using Google Calendar on your iOS device:

With Google Synenabled, you can do the following actions in Google Calendar using your iOS Calendar app:

- · Create events and edit event details.
- Respond to meeting requests and update your attendee status.
- Change your Alert Reminder Time, e.g. "30 minutes before".
- See you list of pending invitations.
- When you're invited to an event, it shows up as a ghosted entry in your calendar. If you chooseAcceptor Maybe, it changes to solid, and if you Declinate event is removed.

Additional Features

- A popup appears on your deviwhen you're invited to a meeting. Pressing View Event allows you to see the event details and respond to the invitation.
 - ✓ To turn off this popup, go to Settings > Mail, Contacts, Calendar > New Invitations Alertand turn off the popup.
- When viewing meetig invitations in your iOS Mail app, the calendar icon at the bottom lets you view the event and update your attendee status.

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