How do I configure my iPhone for UCO email?

Before you begin, please read the Mobile Device section of UCO’s Information Security Policy for vital information about transferring confidential email to an unsecure device.

**WARNING:** ActiveSync configuration will overwrite existing contacts and calendar items you may have already entered into the device. Make sure you have these items synced to your computer first. You may want to backup the system before you configure your UCO email.

*****If your account has been migrated to Office 365, skip to the Modify Current Configuration section.

*****If you wish to delete your account and start over, skip to the Delete UCO Email Account section.

### FIRST TIME CONFIGURATION

1. Ensure Wi-Fi network connections are disabled before starting.

2. Tap the **Settings** icon on your device.

3. Tap **Mail, Contacts, Calendars**.

4. Tap **Add Account**.

5. Tap **Exchange**.
6. Enter the following:
   - Email – bbroncho@uco.edu
   - Password – ************
   - Description – UCO
   - Click Next.

7. You will notice checkmarks to the right of each field upon successful setup.

8. Choose which content you would like to synchronize: Mail, Contacts, Calendars, and Reminders. Tap Save when finished.
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MODIFY CURRENT CONFIGURATION

1. Tap the Settings icon on your device.

2. Tap Mail, Contacts & Calendars.

3. Select your UCO Exchange account.

4. Tap Account username@uco.edu.

5. Ensure that Server and Username are as follows:
   - Server - outlook.office365.com
   - Username - bbroncho@uco.edu
   - Tap Done.
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DELETE UCO EMAIL ACCOUNT

1. Tap the Settings icon on your device.

![Settings icon](image1.png)

2. Tap Mail, Contacts & Calendars.

![Mail, Contacts, Calendars](image2.png)

3. Select your UCO Exchange account.

![Mail, Contacts, Calendars](image3.png)

4. Scroll down and tap Delete Account.

![Delete Account](image4.png)

5. Tap Delete from My iPhone.

![Delete from My iPhone](image5.png)

6. You are now ready for the First Time Configuration step.