

Syncing Bryn Mawr Email with Apple Mobile Devices

If you would like to automatically receive emails sent to your Bryn Mawr College email account on your Apple mobile device (iPhone, iPod Touch, or iPad), this document offers instructions for how to sync your Bryn Mawr email and calendar. These instructions are written for iOS version 7. If your device is running another version, the process may be slightly different.

Setting Up a Sync

1. Make sure your device is fully updated and in an area with strong signal. For the initial sync, Wi-Fi is preferred. If you are on campus, connect to eduroam for the best results.
2. On the device, go to **Settings** and choose **Mail, Contacts, Calendars**.
3. At the top of the menu, choose to **Add Account...**
Note: Previously existing connections to other email accounts will not be affected, but if you have a previously existing connection to your Bryn Mawr account, you should remove it before adding a new connection.
4. For an account type, choose **Microsoft Exchange**.
5. For **Email**, enter your full Bryn Mawr **email address** (i.e. jsmith@brynmawr.edu)
6. For **Password**, enter your regular College password.
7. The **Description** can be whatever you want it to be to help differentiate this account from others (i.e. "Bryn Mawr").
8. Once these fields are filled in, press **Next**.
9. The next screen allows you to select whether you want to sync Mail, Contacts, Calendars and Reminders. Most users sync their Mail and Calendars.
Note: If you have existing contacts in your device, choosing Contacts will overwrite them. Please make sure you have backed up or exported any contacts before syncing your Bryn Mawr contacts.
10. Press **Save**. The device will display a "Configuring Sync for Exchange" message, and then you will be returned to the Mail settings page.
11. Review the settings on this page, specifically the alerts, signature, and time zone.
12. Go back to the main Settings page and choose **Fetch New Data**. Here you can choose to switch Push to Off and pick a time interval to sync. Setting the device to sync less often rather than Push will result in much better battery performance.
13. You are now set up to send and receive email through your device. Note that it may take more than a few minutes to sync all of your data.