Syncing Bryn Mawr Email with Apple Mobile Devices

This document offers instructions for how to sync your Bryn Mawr email and calendar so you can view emails sent to your Bryn Mawr College email account on your Apple mobile device (iPhone, iPod Touch, or iPad). These instructions are written for iOS 11.

Setting up Sync

1. Make sure your device is running the latest version of iOS and you are in an area with strong wireless and/or cellular 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 **Accounts & Passwords** from the left menu.
3. Select **Add Account** and choose **Exchange**.
4. Enter your Bryn Mawr email address and then select "Next" (Description is optional).
5. When the device asks "Sign in to your "brynmawr.edu" Exchange account using Microsoft?" select **Sign in**.
6. When redirected to a Microsoft page asking which account you would like to use: select **Work or school account**.
7. Once you select **Work or school account**, you will be taken to a page that looks similar to the Bryn Mawr Office 365 sign-in page. Enter your full Bryn Mawr email address and password, then select **Sign in**.
8. If you have been enrolled in Duo, you will be prompted for multi-factor authentication. Approve the sign-in as you would normally do for Duo to finish the setup process.
9. Once you've successfully authenticated with Duo, you will be asked what you would like to sync: Mail, Contacts, Calendars, Reminders, and Notes. Most users select Mail and Calendar. Select **Save** when you are done choosing.
    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. You will now see your Bryn Mawr account listed on the **Accounts & Passwords** page under **Settings**.
11. Select the account at any time to change the settings, including what is syncing and how often to sync mail.
12. To stop syncing an account, choose **Delete this account**.