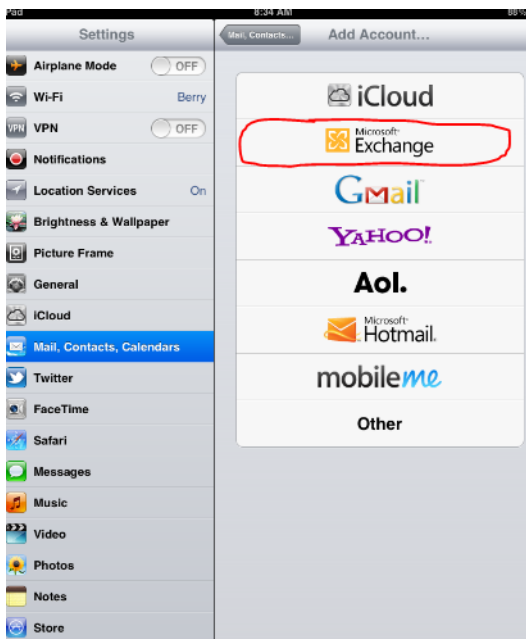


# Setting up Employee Email on iPad or iPhone

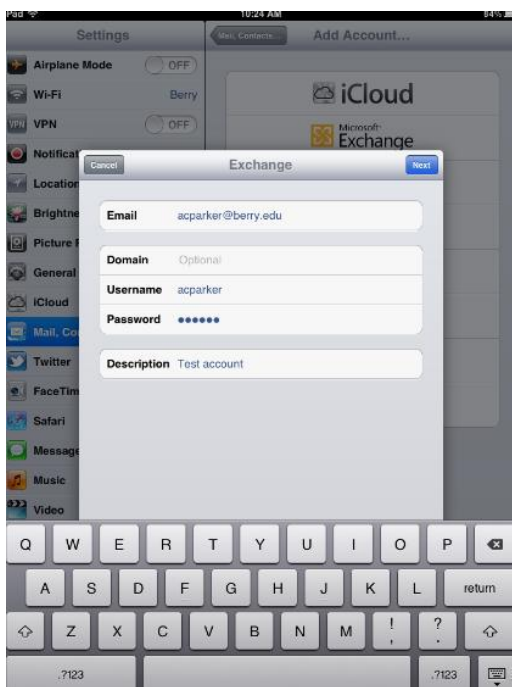
**\*\*\*If you use your iPhone or iPad to check Berry email through an application such as Mail, a policy enforcing a passcode will be enforced on your device. This includes personal devices. Please make sure you set a passcode that you will remember so you don't lose your data.\*\*\***

Go to Settings.

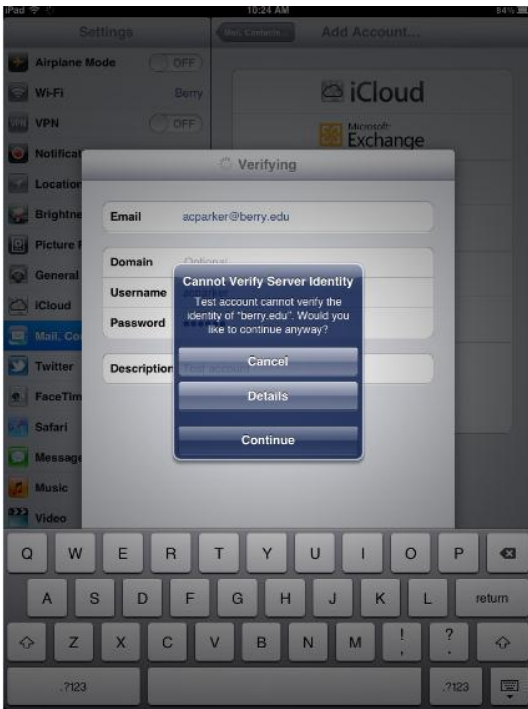
Choose Mail, Contacts, and Calendars. Select Microsoft Exchange.



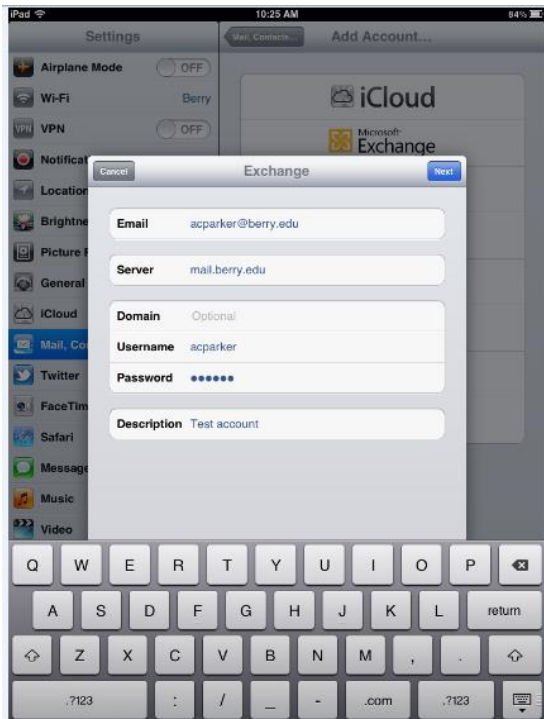
Enter your entire email address in the Email field. In the username, enter the part of your email address that is before the @. You can enter any description you like.



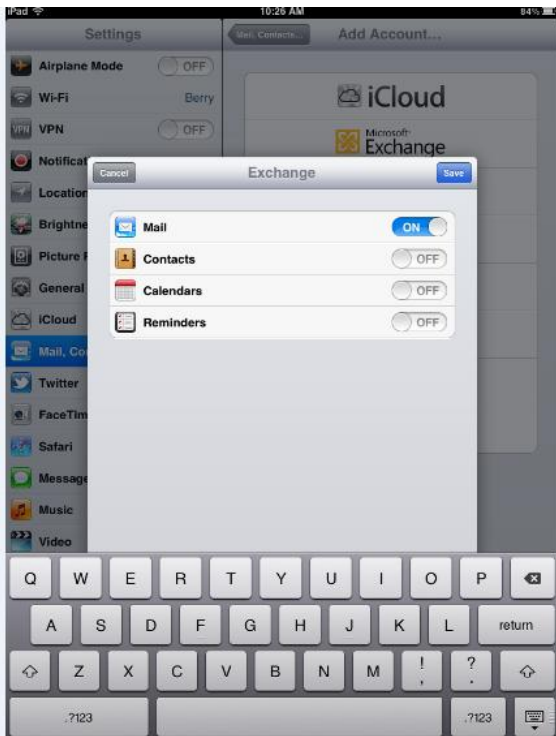
You will receive an error message “Cannot Verify Server Identity”. *Touch Continue.*



Enter the server as mail.berry.edu. The domain is AD. Go ahead and enter it as well.



We recommend leaving contacts OFF or they will take over the contacts on your device. You can leave the calendar and reminders on or off.



Touch SAVE and you're finished. It might take a minute or so to begin pulling in your mail.