Manual
Set up Exchange mail and calendar on iPad, iPhone
Introduction

This guide will help you set up your email and calendar for the NUWS environment on an Apple Device with iOS6 or above. The second part of this guide will explain how to remove your Exchange account from your iPad/iPhone.

Important: a common issue in iOS 6 may cause recurring events to appear incorrectly. Turning the Calendar option on and off again in Settings can serve as a workaround for this issue. Another potential solution can be removing the Exchange profile altogether and then adding it again.

Add an Exchange account

1) Via your home screen, go to “Settings”.

2) Select “Mail, Contacts, Calendars” and then “Add Account”.

![Image showing Settings and Add Account options]
3) Select “Exchange”.

![Image of Settings with Exchange selected]

4) Enter the following information (shown below) and then select “Next”.

- **Email**: your faculty email address
- **Password**: ULCN password
- **Description**: (e.g. Exchange)

![Image of Exchange input screen]

5) In the following window, please verify and fill in the missing information:

- **Email**: your faculty email address
- **Server**: mobile.campus.leidenuniv.nl
- **Domain**: VUW
- **Username**: your ULCN username
- **Password**: ULCN password
5) Select “Next”

6) In the final screen, you may select all the information you wish to synchronize with your iPad or iPhone. Now select “Save”.

Your Exchange profile is now ready to be used. You can use your faculty mail and calendar via your mail and calendar app on your home screen.
Delete an Exchange account

When you no longer wish to use your Exchange account or when you are having synchronization problems on your iPad or iPhone, then please follow the steps below.

1) Go to Settings and then Mail, Contacts, Calendars.
2) Select Exchange.