Disclaimer

No private, personal, sensitive or confidential information should be permanently saved in this MTSU resource. The Jones College of Business (JCB) Computer Lab is not responsible or liable for the privacy, data security implications nor the contents of the documents or apps downloaded. The end-user is responsible for signing out from his/her personal account(s) before returning the iPad to the JCB Computer Lab. All the content and apps will be permanently deleted from the device once it is returned.

Setting up your Email

Business Computer Lab

For more information, contact us:

Business and Aerospace Building
Room 137D

Phone: 615–898–4537
E-mail: jcblab@mtsu.edu
Setting up an Email Account

Before you can use your email account on an iPad you need to add your account to the Mail application.

1. Tap Mail on the Home screen of the iPad

2. Select Microsoft Exchange if you want to configure your MTSU email account.

3. Enter your account information and tap Save. Mail configures most email accounts automatically. Otherwise, you will be prompted for any additional settings.

   **Settings for faculty/staff MTSU Outlook Accounts:**
   - Email: youremailid@mtsu.edu
   - Domain: fsa.mtsu.edu
   - Username: youremailid
   - Password: your fsa password

   **Settings for students MTSU MTMail Accounts:**
   - Email: username@mtmail.mtsu.edu
   - Domain: outlook.com
   - Username: username@mtmail.mtsu.edu
   - Password: your MTMail password

4. If you entered all the information correctly, it will show another screen with all your account details and check marks next to each item:

   You can also configure any other additional account types by tapping on them. If you don’t see your email provider listed, tap Other > Add Mail Account.

5. Once your account information is saved you can start sending and receiving email.

6. You can configure additional accounts by tapping Settings > Mail, Contacts, Calendars > Add Account

7. If you need more information or assistance, you can go to:


   **WARNING**

   If you enable syncing with Contacts and Calendars, it **WILL** erase any Contacts and Calendars you previously had set on this IOS device.

Please make sure the server field contains the correct information. If you are:

- Faculty/staff: owa.mtsu.edu
- Student: outlook.com

Click on Next.

The following screen will pop-up. We recommend to disable **Contacts, Calendars and Reminders** or any changes you make in the iPad will overwrite information on your account.