


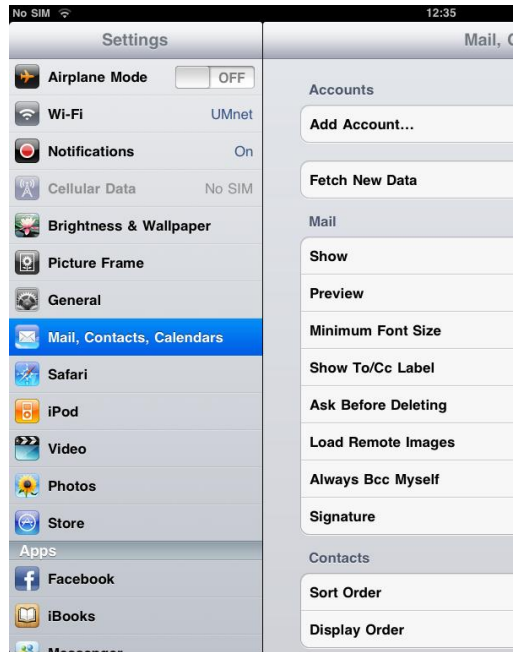
**The iPad is not supported by ICTS.  
Therefore, please consider this manual a courtesy.**

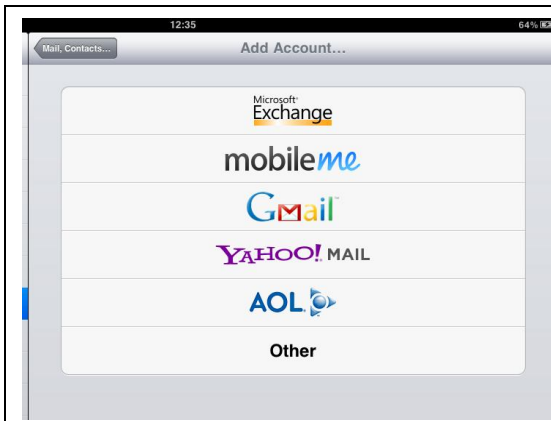
This manual details how you, as an employee or student of Maastricht University, can configure Apple Mail for sending and receiving e-mails on your iPad.

**What do you need?**

- An iPad that is connected to the internet.
- Apple Mail, which you can find pre-installed on your iPad.
- An employee or student account of Maastricht University.

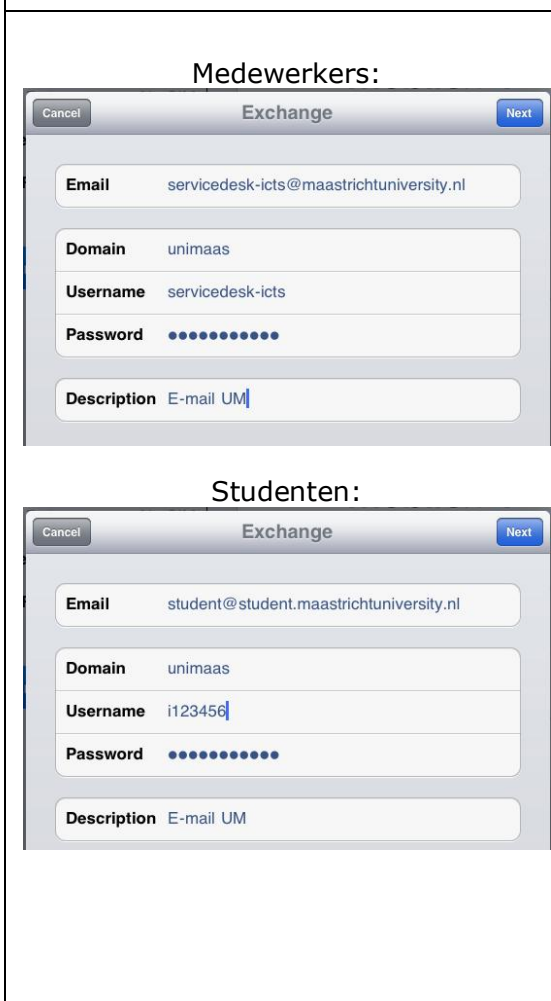
This manual assumes you are making use of iPad Apple Mail and that Apple Mail has not yet been configured (correctly).

	<p><b>Step 1:</b> Select the '<b>Settings</b>' icon.</p>
	<p><b>Step 2:</b> Go to '<i>Mail, Contacts, Calendars</i>' and click on '<i>Add account...</i>'.</p>



**Step 3:**

Now select 'Microsoft Exchange'.



**Step 4:**

In the screen that appears, you need to fill in the following credentials:

**Email:** fill in your complete UM e-mail address

**Domain:** unimaas

**Username:** fill in your username (this is for employees the name in front of the @-sign in the e-mail address and for students their i-number)

**Password:** fill in the password of your UM account

**Description:** here you can fill in any description you like

Now click 'Next'.



**Step 5:**

The 'Server' field will now appear.

**Server:** here you need to fill in: webmail.maastrichtuniversity.nl



**Step 6:**

You must select all the options you see next, to make use of all the functions.

Click 'Save'.

**Step 7:**

Your mailbox is now connected! When you are connected to internet, your mail (and possibly calendar and contacts when you selected these in step 6) will automatically synchronize.