Adding Your Housing Email & Calendar to your Apple iPhone or iPad.

1. Go to the ‘Settings’ menu of your Apple device. The location of the “Settings” menu will vary depending your device’s Apps layout and quantity.

2. Scroll through the Setting menu until you locate the “Mail, Contacts, Calendars” tab. Select it.

3. Select the bottom option “Add Account…”


5. Next it will prompt you to add your Email, Password, and a Description of the account. Add your full housing
email:
‘firstname.lastname@housing.wisc.edu’ and your password. For the description it will default to “Exchange,” however you can change this to whatever is preferable. For example “Housing.”

6. Next an error message will likely pop up; just select “Continue.”

7. On the screen that appears input the following:

-Email: should already be entered
-Server: mail.housing.wisc.edu
-Domain: Housing
-Username: your NetID
-Password: should already be entered
-Description: should already be entered

Press “Next” when all the information is entered.

8. Now your Housing email should be added. The menu that appears will ask you to select what parts of your Housing email account you’d like to sync. Mail and Contacts will default to “ON.” If you’d prefer your Calendar to sync as well you can turn it on which is recommended. We also recommended turning Contacts off; however you can customize this to whatever combination you prefer.
9. Now that your Housing email has been added to your iPhone/iPad you can view, send, delete, etc. messages by returning to your home screen and selecting your Mail App. Your Housing email will be listed along with all your other email accounts you’ve added to your device.

10. You can edit your Housing Mail settings at any time by returning to the “Mail, Contacts, Calendars” tab of the “Settings” menu, and selecting your Housing email.

   *Note: When you are prompted to reset your password on your Housing workstation it will not properly sync with your Apple device. You will need to go into your Housing “Account” menu and from here reenter your password to whatever it currently is.