Syncing Your McKendree Email to an Apple Device

Depending on which version of iOS your device is running, the layout of your device may vary compared to these instructions.

	Step	1: Go to Settings and tap Accounts & Passwords					
		Accounts & Passwords					
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		Settings					
			1				
		Privacy	>				
	Å	iTunes & App Store	>				
		Wallet & Apple Pay	>				
(P	Accounts & Passwords	>				
		Mail	>				
		Contacts	>				
		Calendar	>				
		Notes	>				
		Reminders	>				
	N	Phone	>				
		Messages	>				
		FaceTime	>				

Step 2: Select Add Account





Step 4: Enter your McKendree email address



Step 3: Select Microsoft Exchange

Step 5: Select Sign In



Step 6: Enter your McKendree credentials



Step 7: Press **Continue** to finish

Are you trying to sign in to Apple Internet Accounts?

Only continue if you downloaded the app from a store or website that you trust.

	Cancel	<u>Continue</u>					
Students: Please user your username, which would your first initial, last initial followed by your student ID. Employees: Please use your email address. For assistance, call the HelpDesk, (618) 537- 6445							

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Step 8: Select your sync preferences and tap Save in the top-right corner

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Can	cel	Mckendree	Save
	Mail		
	Contacts	5	
	Calendars		
:	Reminders		
	Notes		

Step 9: Your McKendree email account is added and synced in your Mail app

