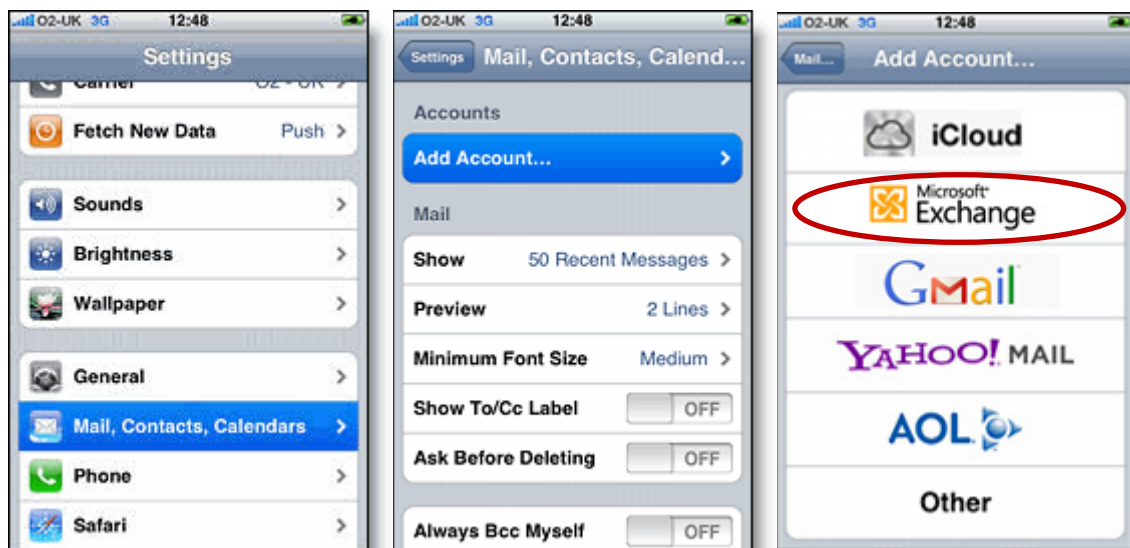


Configuring iPhone/iPad to Access JagMail (Microsoft Exchange account type)

Now that you have installed Google Sync and have your JagMail account configured to run with the Outlook client, you may also wish to configure your iOS mobile device so that you can access your mail, calendar, and contacts just as you do on your PC. If you want access to shared calendars and your JagMail contacts including the University employee global address book, select the Microsoft Exchange account type. **Most university employees will wish to use this.** For full installation instructions, go to <http://support.google.com/a/users/bin/answer.py?hl=en&answer=138740> or follow the abbreviated steps outlined below that have been customized for JagMail.

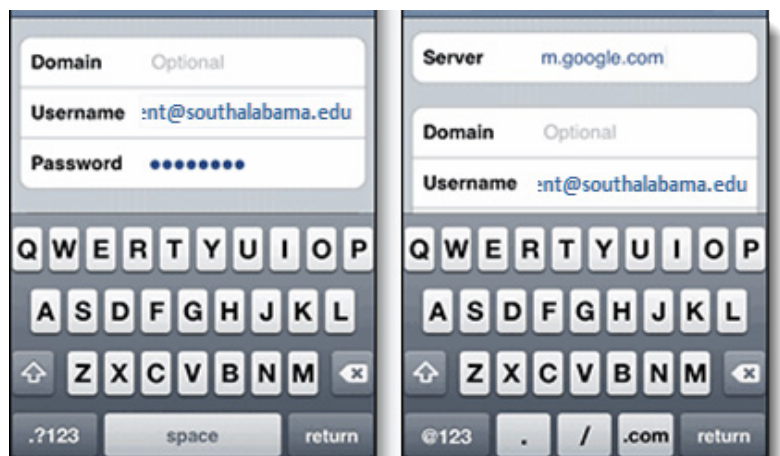
Getting Started

1. Open the **Settings** application on your device's home screen.
2. Open **Mail, Contacts, Calendars**.
3. Press **Add Account...**
4. Select **Microsoft Exchange**.



Enter Account Info

5. In the **Email** field, enter your **full JagMail email address**.
6. Enter your JagMail password as the **Password**.
7. (Optional: Change description to **JagMail** or **JagMail Exchange**.)
8. Tap **Next** at the top of your screen.
9. On the next screen, the Server name is **m.google.com**.
10. Skip the Domain.
11. Enter your full JagMail email address again as the **Username**.



12. **Password and Description fields should already be populated.**
13. Press **Next** at the top of your screen again.

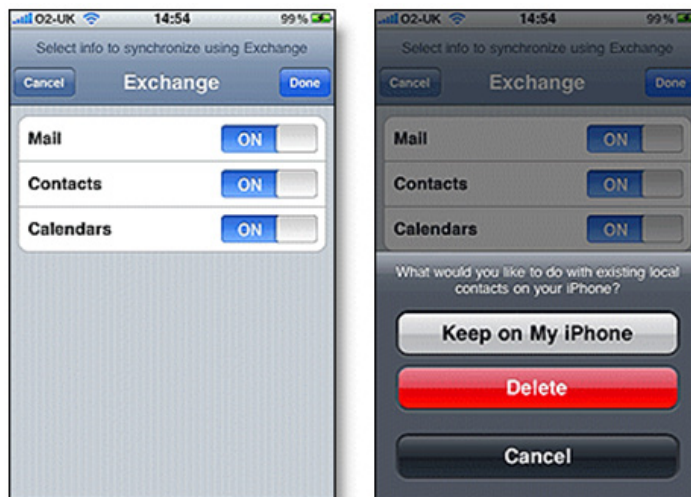
Enable Mail and Calendar

14. Select the Google services (Mail, Calendar, and Contacts) you want to sync. To receive and respond to meeting requests on your device, both **Mail** and **Calendar** need to be turned on, and **New events** needs to be enabled in your Google Calendar settings.

To enable 'New events', sign in to your Google Calendar using the web browser on your phone or computer. Go to **Calendar Settings > Calendars > Click on the Notifications** for the calendar you want to sync. Under **Email** check 'New events' (and any of the other Invitation settings you want enabled e.g. changed events, cancelled events, event responses), and click **Save**.

15. Unless you want to delete all the existing Contacts and Calendars on your phone, select the **Keep on my iPhone** (or iPad or iPod touch) option when prompted. This will also allow you to keep syncing with your computer via iTunes

You've set up Google Sync! You can go to the mail icon on the home screen of your device to see data contained in your JagMail account.



Enable Multiple Calendars

If you wish to see calendars that have been shared with you, there is one last step required in setting up your iOS device. With this tool, you may sync up to 25 Google Calendars on your iPhone, iPad, or iPod touch. **For this to work, your JagMail account must be attached to the phone as a Microsoft Exchange account.**

To select which calendars to view from your Apple device, you must Sync to your JagMail account which was added through your iOS **settings** under **Mail, Contacts and Calendars** as a **Microsoft Exchange** client and select the desired calendars. Follow these steps:

1. Open a browser on your device and go to <http://m.google.com/sync/settings/iconfig>.

- Click **“Sign with your Google Account”** button pictured in Figure 1 to the right. (Note: If you are already signed in to your Mail account on the phone, skip to step 4.)
- Sign in** your account using your full JagMail email address and password.
- Select your device from the list of connected devices to configure Calendars.

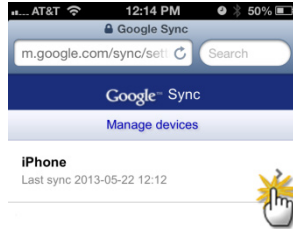


Figure 2: Step 4

- You will see a list of your calendars if you have multiple calendars, as well as a list of shared calendars that are accessible by your JagMail Account. Check any you would like to see on your iPhone/iPad.
- Touch **“Save”** and proceed with configuration.

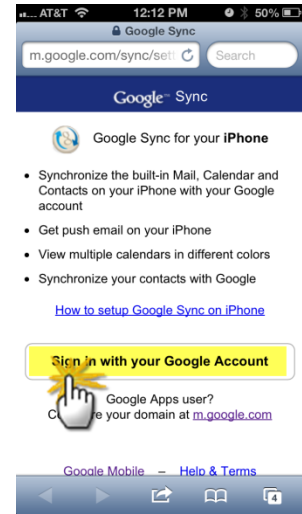


Figure 1: Step 2

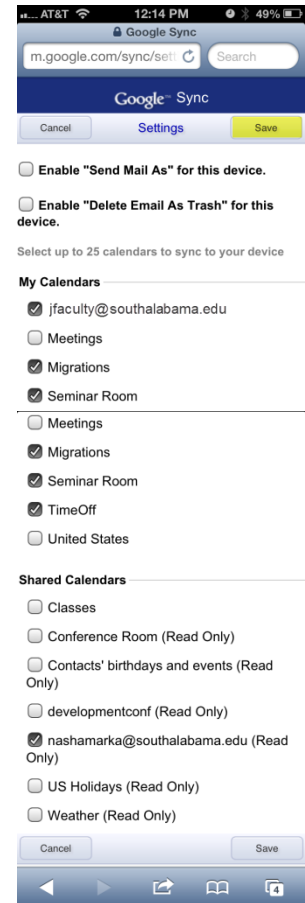


Figure 3: Steps 5 and 6

Notes about Using Google Calendar on your iOS device:

With Google Sync enabled, you can do the following actions in Google Calendar using your iOS Calendar app:

- Create events and edit event details.
- Respond to meeting requests and update your attendee status.
- Change your **Alert Reminder Time**, e.g. "30 minutes before".
- See your list of pending invitations.
- When you're invited to an event, it shows up as a ghosted entry in your calendar. If you choose **Accept** or **Maybe**, it changes to solid, and if you **Decline**, the event is removed.

Additional Features

- A popup appears on your device when you're invited to a meeting. Pressing **View Event** allows you to see the event details and respond to the invitation.
 - ✓ To turn off this popup, go to **Settings > Mail, Contacts, Calendar > New Invitations Alert** and turn off the popup.
- When viewing meeting invitations in your iOS Mail app, the calendar icon at the bottom lets you view the event and update your attendee status.
- The badge on the Calendar app icon on your home screen updates with the number of pending invitations.