



**Universiteit
Leiden**

Manual

Set up Exchange mail and calendar on iPad, iPhone



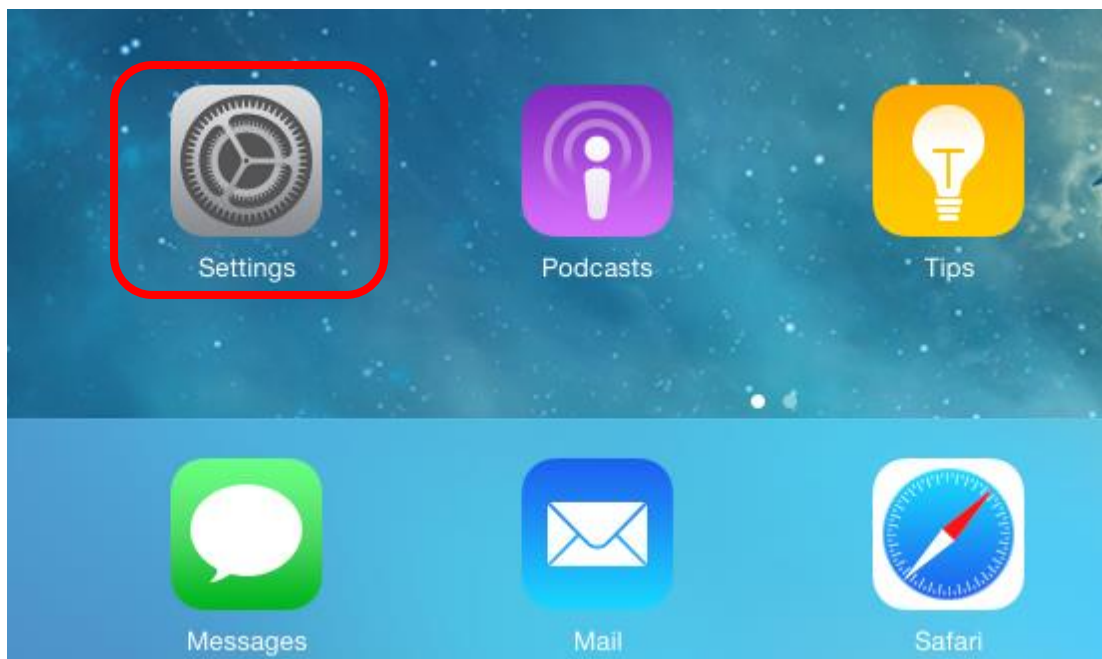
Introduction

This guide will help you set up your email and calendar for the NUWS environment on an Apple Device with iOS6 or above. The second part of this guide will explain how to remove your Exchange account from your iPad/iPhone.

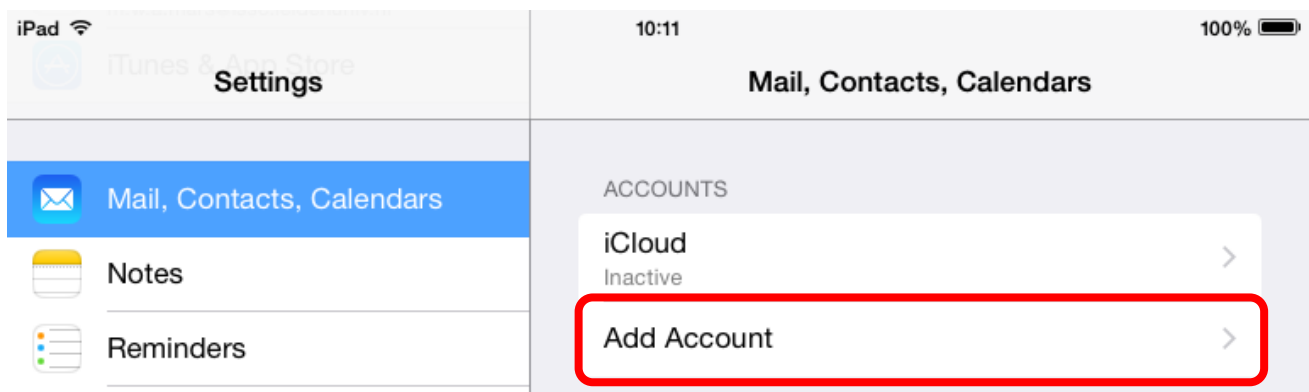
Important: a common issue in iOS 6 may cause recurring events to appear incorrectly. Turning the Calendar option on and off again in Settings can serve as a workaround for this issue. Another potential solution can be removing the Exchange profile altogether and then adding it again.

Add an Exchange account

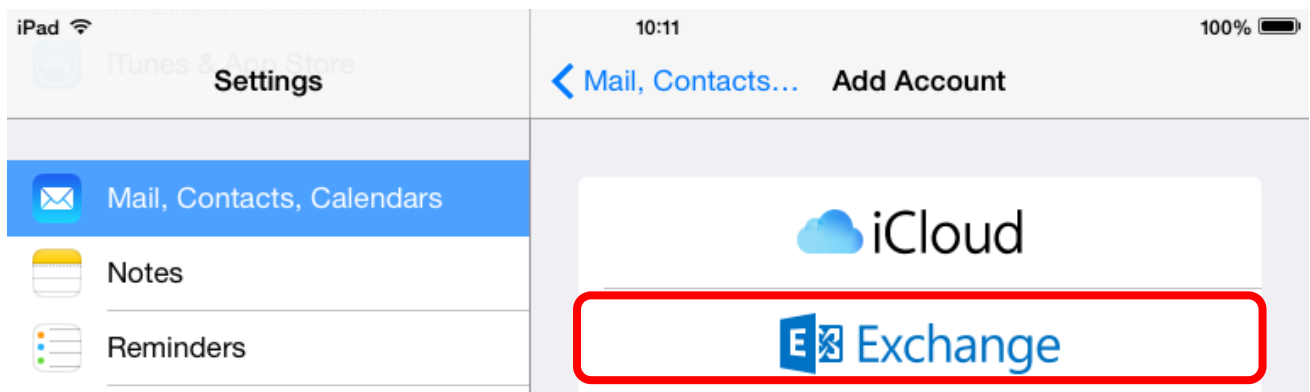
1) Via your home screen, go to “Settings”.



2) Select “Mail, Contacts, Calendars” and then “Add Account”.



3) Select “Exchange”.

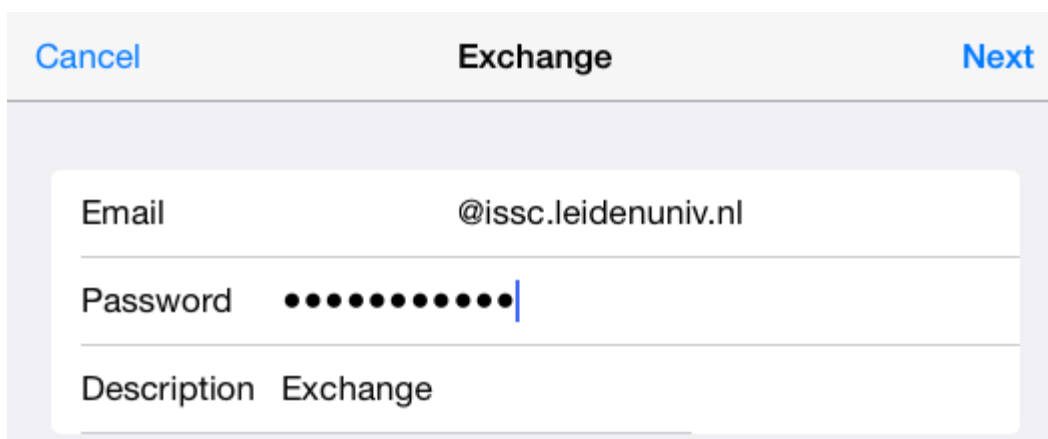


4) Enter the following information (shown below) and then select “Next”.

Email: your faculty email address

Password: ULCN password

Description: (e.g. Exchange)



5) In the following window, please verify and fill in the missing information:

Email: your faculty email address

Server: mobile.campus.leidenuniv.nl

Domain: VUW

Username: your ULCN username

Password: ULCN password

5) Select “Next”

Cancel Next

Email @issc.leidenuniv.nl

Server mobile.campus.leidenuniv.nl


Domain VUW


Username ULCN username


Password ●●●●●●●●●●


6) In the final screen, you may select all the information you wish to synchronize with your iPad or iPhone. Now select “Save”.


Cancel Exchange Save

 Mail

 Contacts

 Calendars

 Reminders

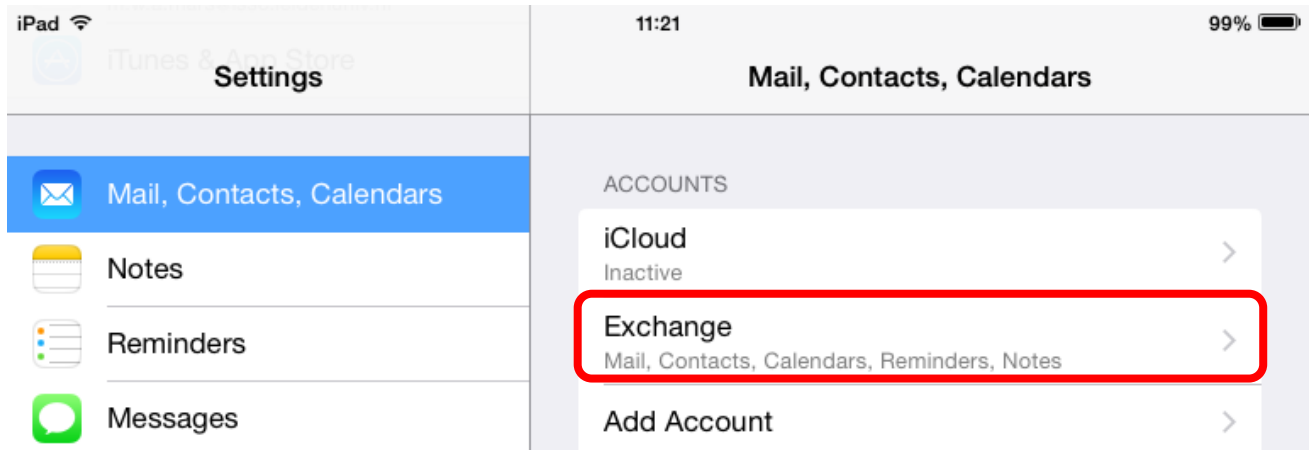
 Notes

Your Exchange profile is now ready to be used. You can use your faculty mail and calendar via your mail and calendar app on your home screen.

Delete an Exchange account

When you no longer wish to use your Exchange account or when you are having synchronization problems on your iPad or iPhone, then please follow the steps below.

- 1) Go to **Settings** and then **Mail, Contacts, Calendars**.
- 2) Select **Exchange**.



- 3) Now select **“Delete Account”**. Confirm by selecting **“Delete”** again.

