

# How do I configure my iPhone for UCO email?

Before you begin, please read the Mobile Device section of UCO's [Information Security Policy](#) for vital information about transferring confidential email to an unsecure device.

**WARNING:** ActiveSync configuration will overwrite existing contacts and calendar items you may have already entered into the device. Make sure you have these items synced to your computer first. You may want to backup the system before you configure your UCO email.

\*\*\*\*\*If your account has been migrated to Office 365, skip to the [Modify Current Configuration](#) section.

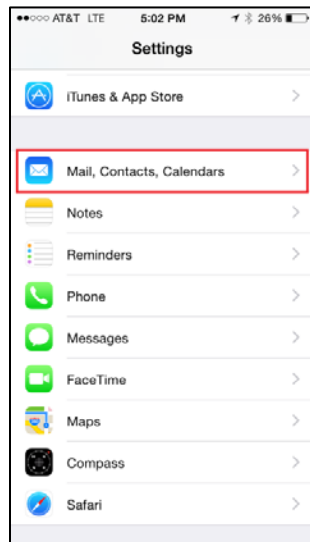
\*\*\*\*\*If you wish to delete your account and start over, skip to the [Delete UCO Email Account](#) section.

## FIRST TIME CONFIGURATION

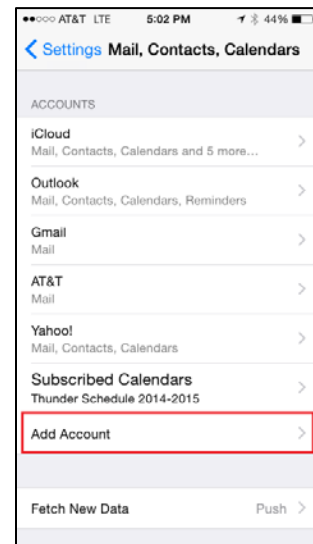
1. Ensure Wi-Fi network connections are disabled before starting.
2. Tap the **Settings** icon on your device.



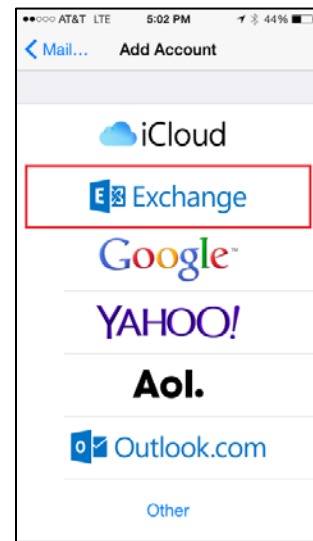
3. Tap **Mail, Contacts, Calendars**.



4. Tap **Add Account**.

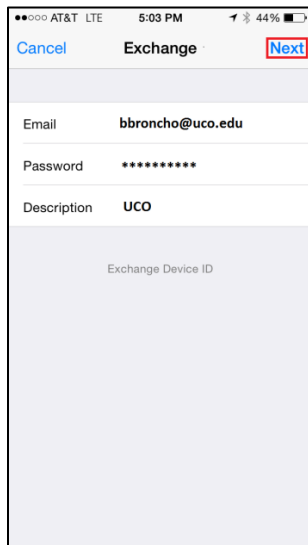


5. Tap **Exchange**.

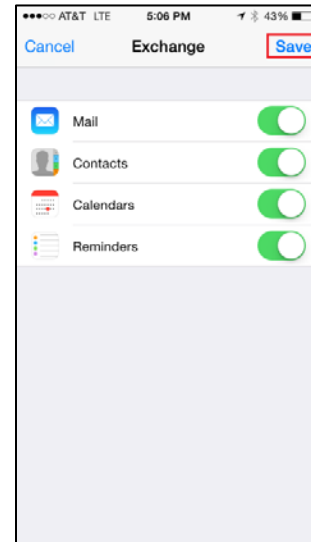


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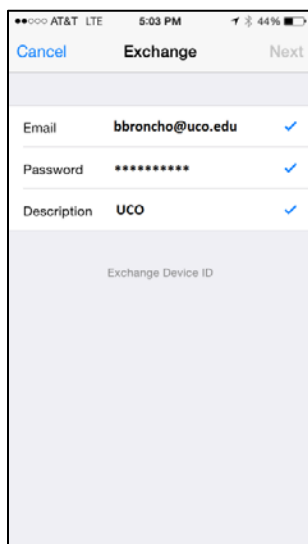
6. Enter the following:
  - Email – bbroncho@uco.edu
  - Password – \*\*\*\*\*
  - Description – UCO
  - Click **Next**.



8. Choose which content you would like to synchronize: Mail, Contacts, Calendars, and Reminders. Tap **Save** when finished.



7. You will notice checkmarks to the right of each field upon successful setup.



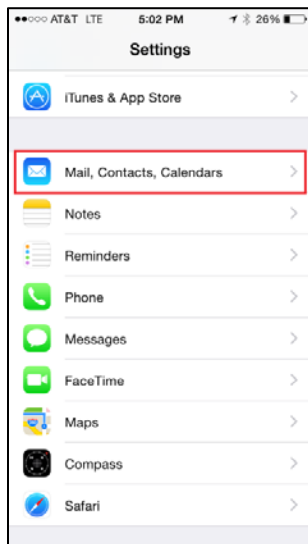
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## MODIFY CURRENT CONFIGURATION

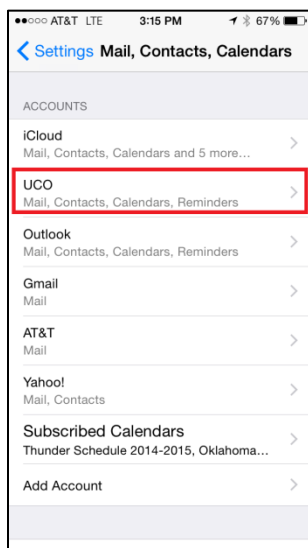
1. Tap the **Settings** icon on your device.



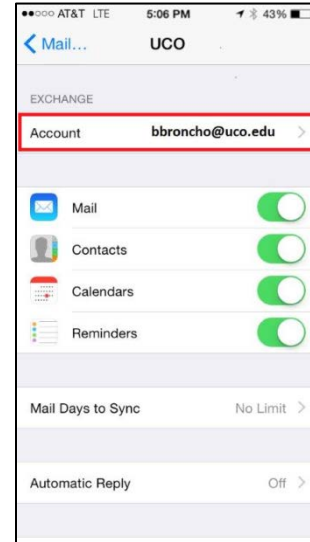
2. Tap **Mail, Contacts & Calendars**.



3. Select your **UCO Exchange** account.

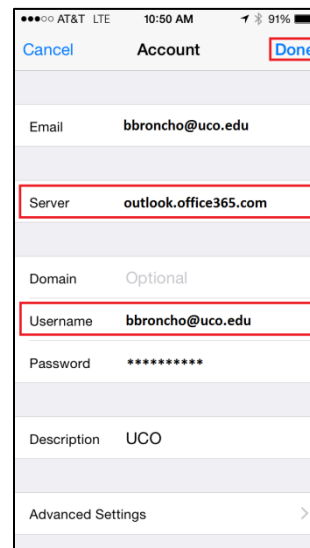


4. Tap **Account username@uco.edu**.



5. Ensure that Server and Username are as follows:

- Server - outlook.office365.com
- Username - bbroncho@uco.edu
- Tap **Done**.



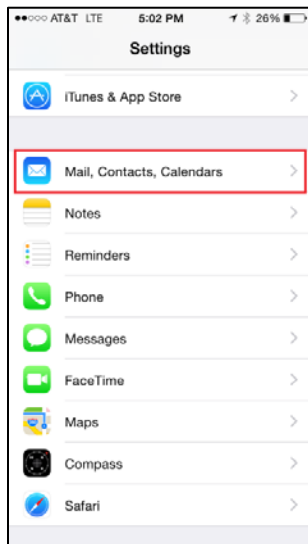
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## DELETE UCO EMAIL ACCOUNT

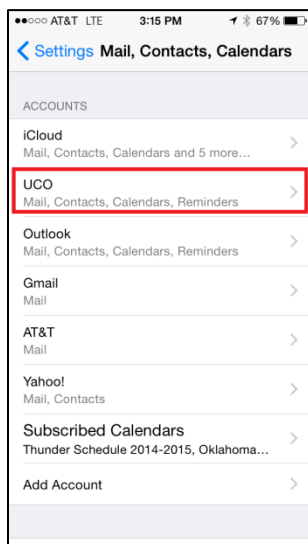
1. Tap the **Settings** icon on your device.



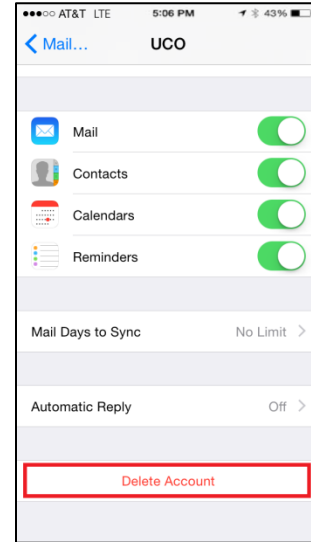
2. Tap **Mail, Contacts & Calendars**.



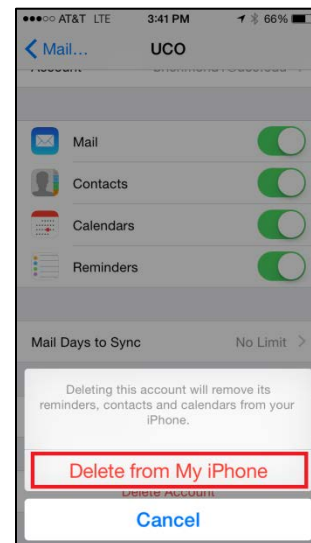
3. Select your **UCO Exchange** account.



4. Scroll down and tap **Delete Account**.



5. Tap **Delete from My iPhone**.



6. You are now ready for the [First Time Configuration](#) step.

