

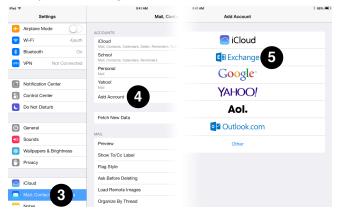
## 4J Mail & Calendar Setup for iOS

Exchange enables your iOS device to access your 4J email, calendars and contacts using built-in apps. Exchange only shows calendars you own. If you need to see calendars that other users have shared with you, please complete the CalDAV section, too.

**Important:** Exchange will require you to lock your device with a PIN number and Touch ID (if available.) If someone tries unsuccessfully to unlock your device too many times, it will automatically be erased. Please be sure to make regular backups via iCloud, or using iTunes on your Mac or PC.

## **Exchange**

- 1. Make sure you are signed into the wireless network.
- 2. Open the **Settings** app on your device.
- 3. Tap on Mail, Contacts, Calendars
- 4. Tap on Add Account
- 5. Tap on Exchange



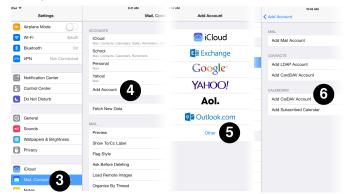
- 6. Enter your 4J Email address and Password.
- 7. Enter a description, such as 4J Zimbra.
- 8. Tap Next, continuing through any errors that appear.
- 9. In the Server field, enter mail.4j.lane.edu
- 10.Leave Domain blank.
- 11.In the Username field, enter your 4J email address.



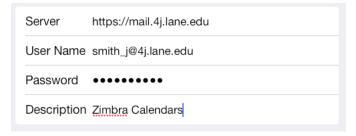
- 12. Tap Next. You will be given the option to sync Mail, Contacts, Calendars and Reminders.
- **13.** Tap **Save**, then go to the **Mail** app to read your email.

## CalDAV

- **1.** Make sure you are signed into the wireless network.
- 2. Open the Settings app on your device.
- 3. Tap on Mail, Contacts, Calendars
- 4. Tap on Add Account
- 5. Tap on Other
- 6. Tap on Add CalDAV Account



- 7. In the Server field, enter https://mail.4j.lane.edu
- **8.** Enter your 4J email address and password in the **User Name** and **Password** fields.
- 9. Enter a description, such as Zimbra Calendars.



- **10.**You will be asked if you want to sync both **Calendars** and **Reminders**. Leave both checked and tap **Save**.
- 11.Exit out of **Settings** and go to the **Calendar** app.
- 12.It is possible that you now have redundant entries for your personal calendars copies retrieved by both Exchange and CalDAV. If you do, tap on the Calendars button at the bottom of the screen and un-check the duplicates.