



iPhone engage365 setup

Below is a step by step walkthrough of adding you CSU email to your iPhone. This process enables you to sync your email, calendar and contacts to your phone; you can also select what you would like to sync. If you would like just your email and not your contacts or calendar you do have that ability as well.

Go to Settings

Click Mail, Contact, Calendars



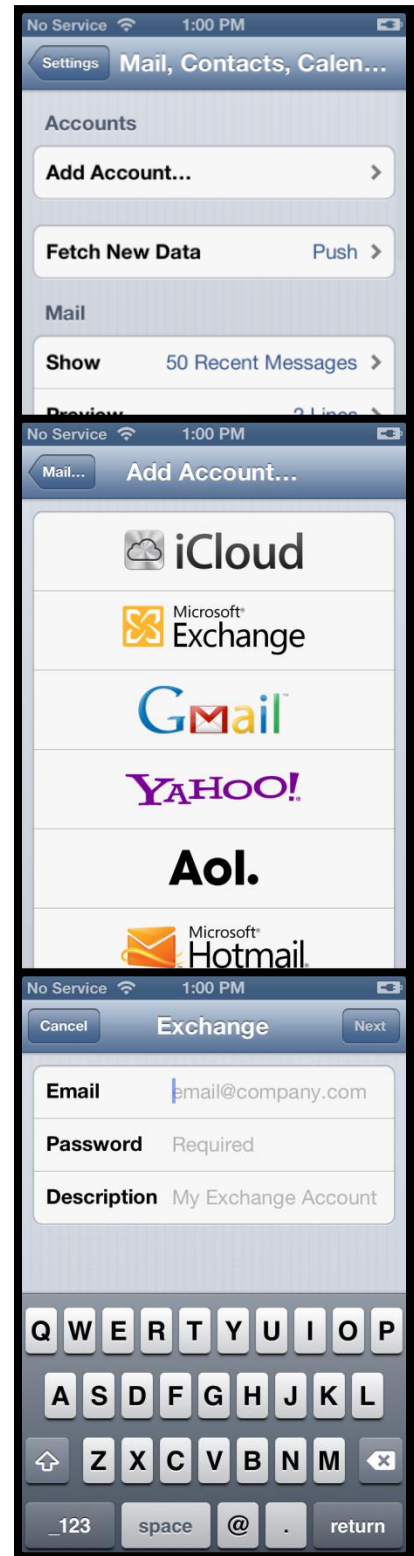


Then click Add Account

Then click the Microsoft Exchange Icon.

Enter in your email address, password, and what you would like to name the account under description, and then tap next.

Examples for description are CSU Email, Engage365 or just your email name@csuohio.edu. Then tap next.

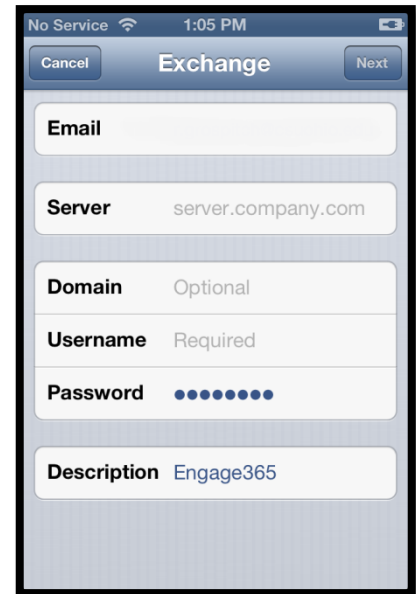




Under email enter your email address

- Under Server enter: **outlook.office365.com**
- Leave Domain blank
- Under Username enter your CSU ID # @csuohio.edu
 - 1234567@vikes.csuohio.edu (Student)
 - 1234567@csuohio.edu (Fac & Staff)
- reenter your password
- Tap Next

If you receive a message unable to verify account information retype all your information and hit next again, if you are still have troubles contact the help desk at (216) 687-505



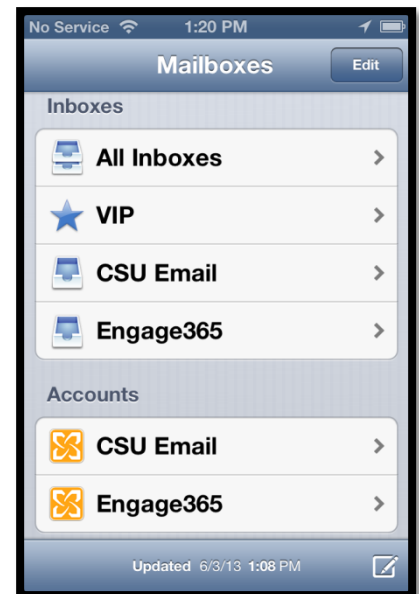
Congratulations, your new CSU email has been added, this screen is asking you what do you want on your phone that is in your email, So the contacts that you have on in your email will now be on your phone and vice versa, same with calendars and reminders.

Then tap Save





Now you should be able to see your new email, in your Mail App, you have several ways to look at your email, all inboxes mixes all your email from all accounts that are on your phone. VIP shows email from those who you have labeled as a VIP (refer to your iPhone manual on how to do so) regardless of what account this person emails it will show in this special section. Under accounts section you can view folders, sent mail, trash, and drafts.



Lastly, if you do not have a passcode on your iPhone you will need to add one or else your email will NOT download to your phone. (this is a security feature on the CSU server that is a required) Below is what the process will look like.



Again if you do run into trouble you can call the IS&T help desk at (216)-687-5050 or you can email the help desk at help.desk@csuohio.edu. Lastly, the help desk has walk-in hours in Rhodes Tower room 1104 during normal business hours.