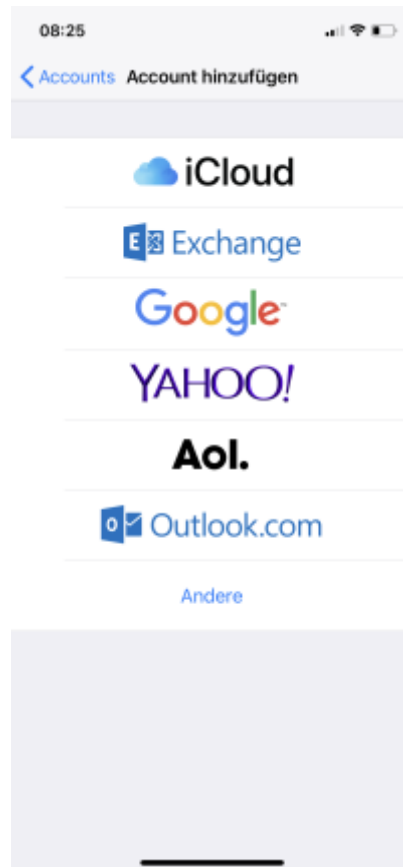# Apple Mail (iOS/iPadOS)

Requirements

- **Operation System** : Apple iOS/iPadOS 12 or newer (suggested)
- You own an e-mail account in the **Exchange-System of the Jade University**

Setting Up an E-Mail Account

To set up an e-mail account, open the **settings** on your iPhone / iPad, then go to **Mail** and to **Accounts** afterwards.
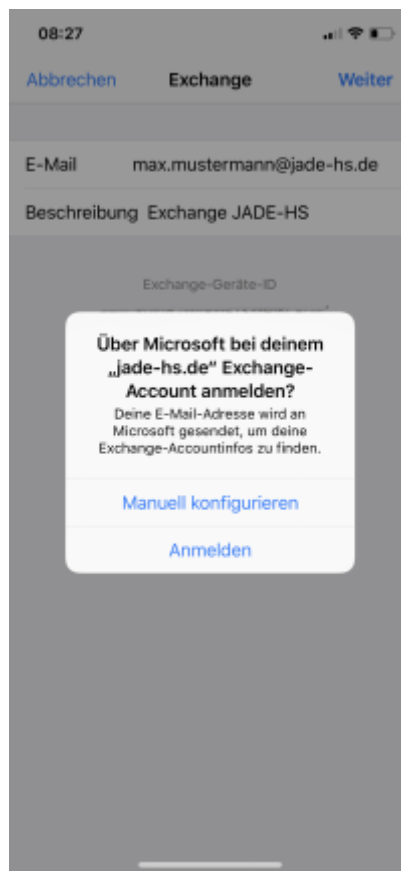
Tap on **Add Account**, then select the account type **Exchange**.

In the set-up assistant, you now need to enter your **e-mail-address** (usually first name.last name@jade-hs.de or first name.last name@student.jade-hs.de) , as well as a **description** for the Exchange account.
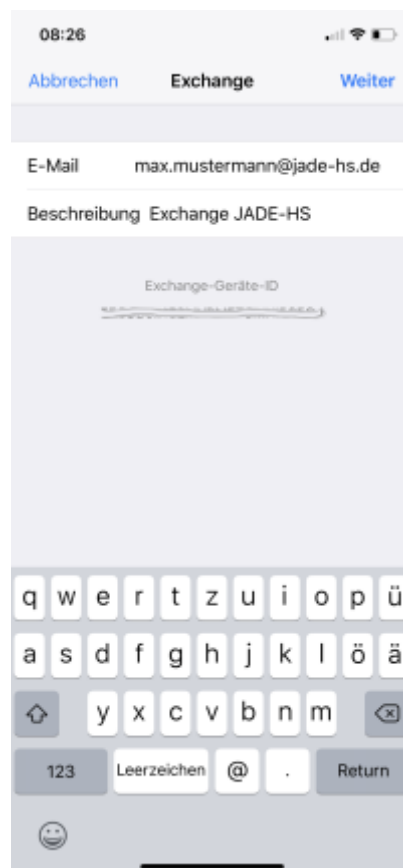
After clicking on **Next**, you will be asked whether you want to log in to the Exchange account via Microsoft.

Here, you tap on **Configure Manually**. Subsequently, the assistant asks for the password of your Exchange account.

Type in your **password** and click on **Next**.

In the next step, complete the missing detailed information and click on **Next**:

- **Server**: mail.jade-hs.de
- **Username** Domain login (form: ma1234@hs-woe.de)

If all data has been entered correctly, the assistant then asks for the **apps** to be used (mail, contacts, calendar, reminders, notes).
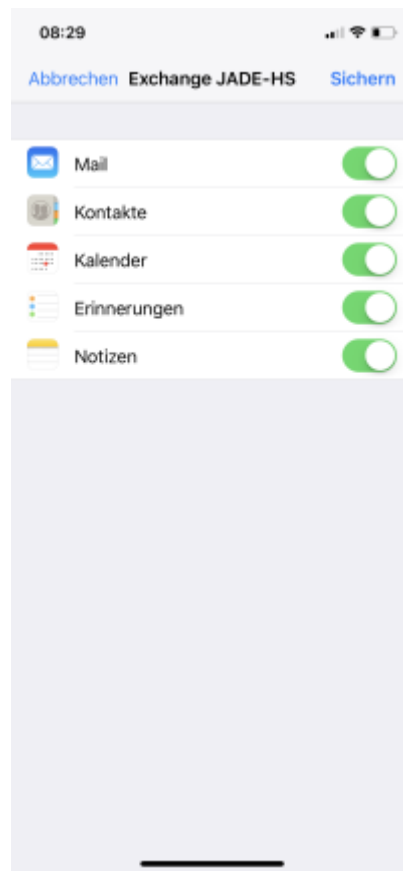
Here you should let all slide controls stay activated and close the settings with **Save**, so that the complete information of the Exchange account can be synchronised with the Apple iPhone / iPad.

After closing the assistant, a connection to your Exchange account will be established in the background and the Exchange data will be synchronised with the selected apps.

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Last update: **2024/03/18 20:03**