HRZ-Wiki - https://hrz-wiki.jade-hs.de/

## 2025/07/02 17:29

## 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.

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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.

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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.

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

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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).

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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.

