

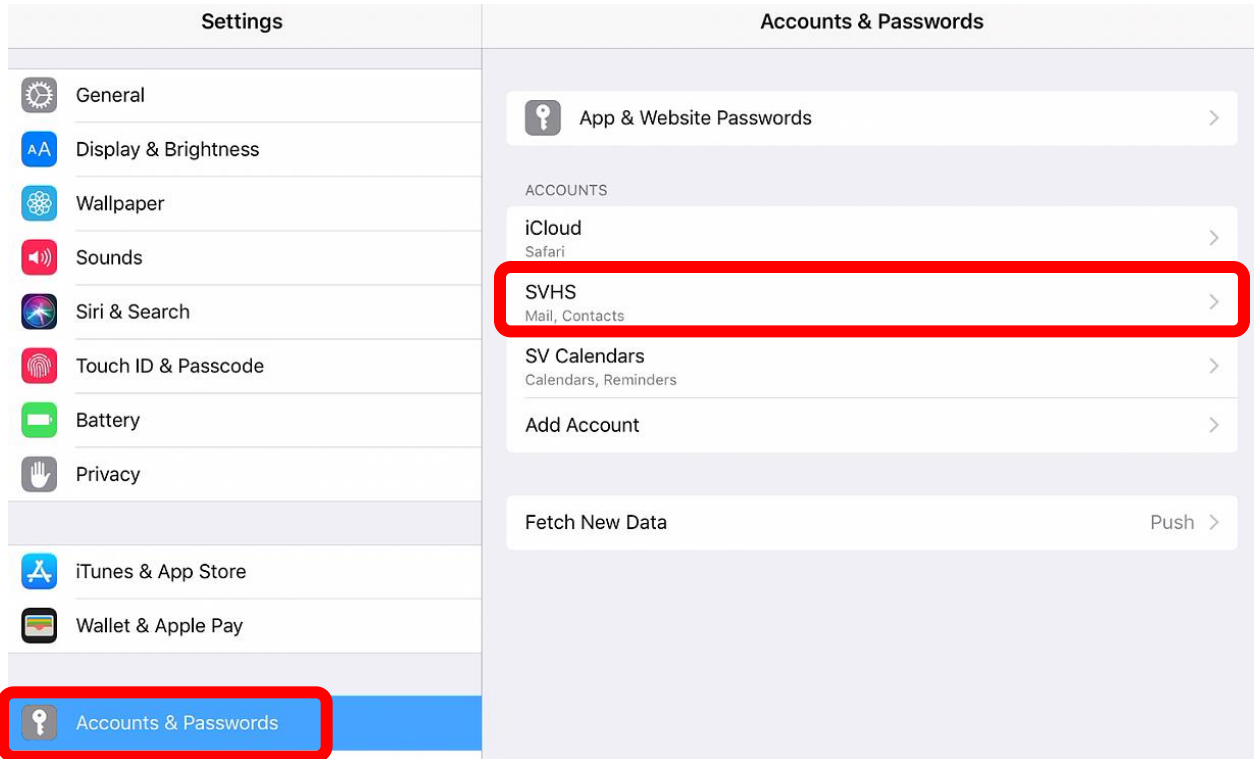
**ADDING A
SAINT VIATOR
EMAIL
ACCOUNT TO
YOUR iPad**



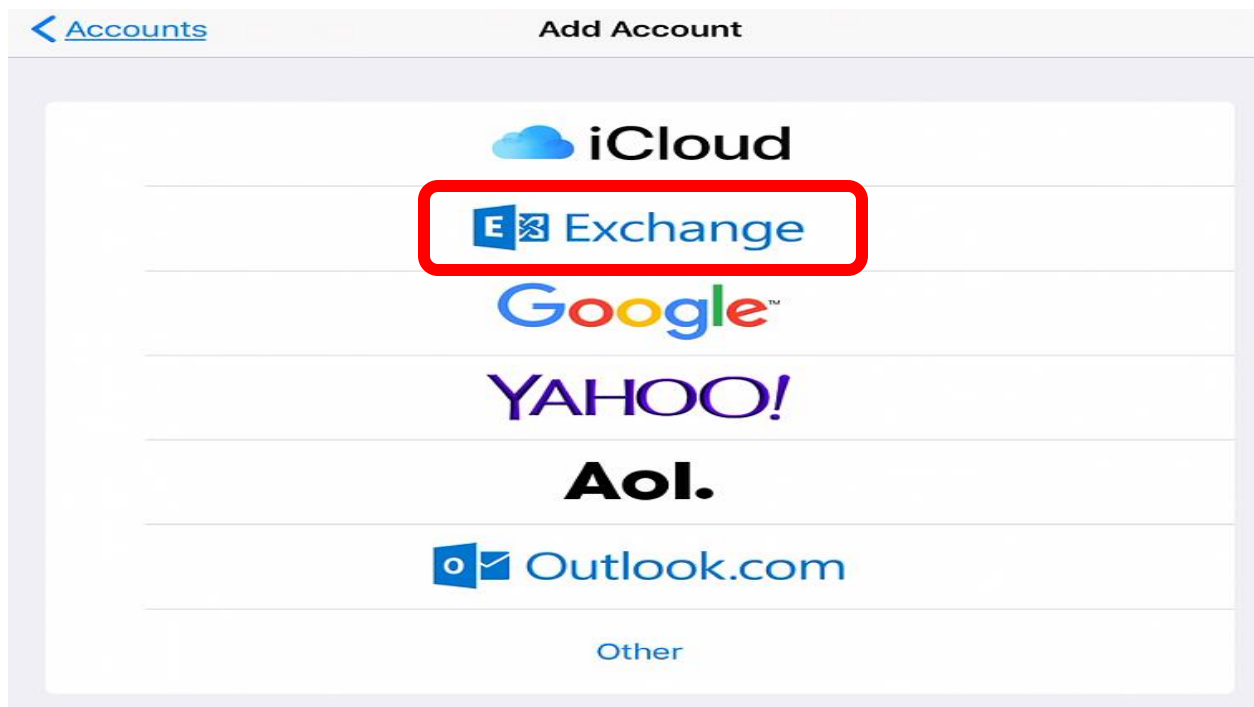
1) Open *Settings* on your iPad.



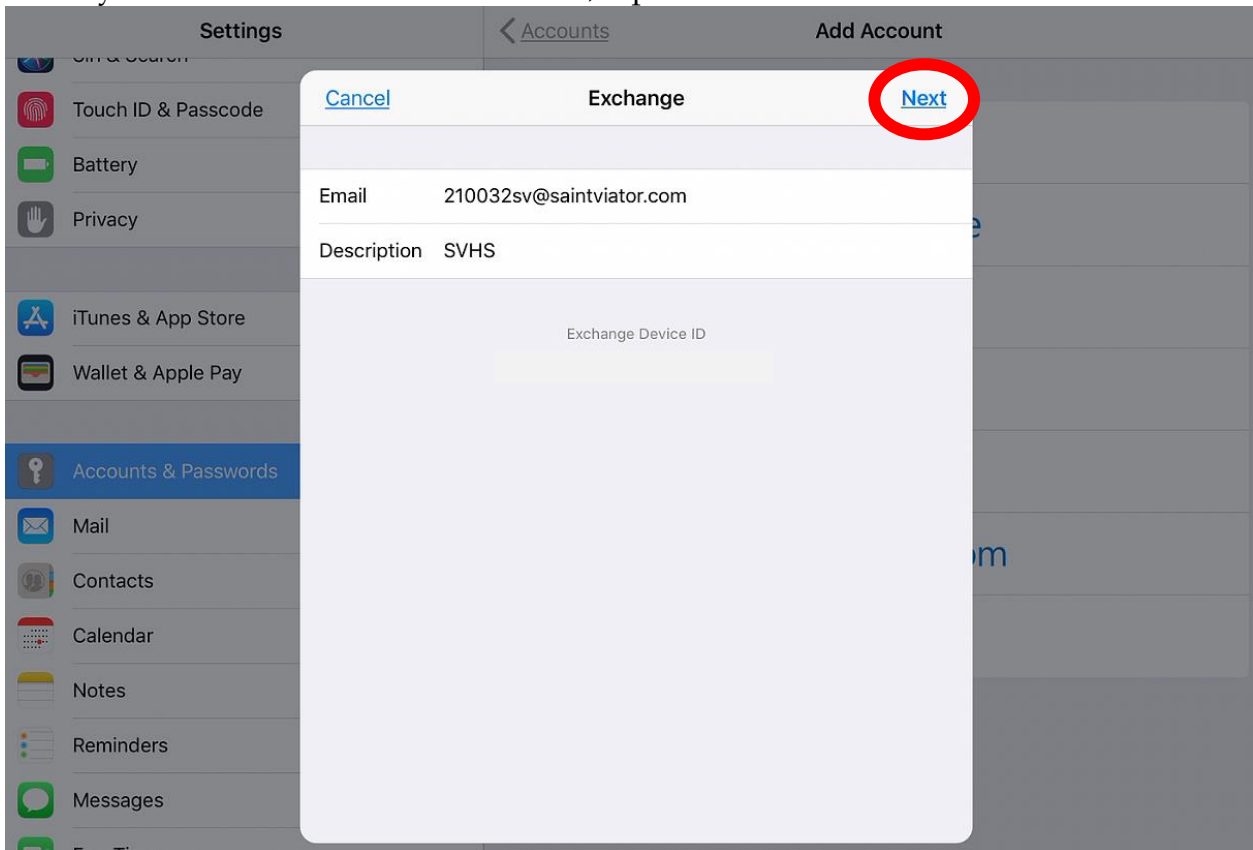
2) Open *Accounts & Passwords* and tap *Add Account*.



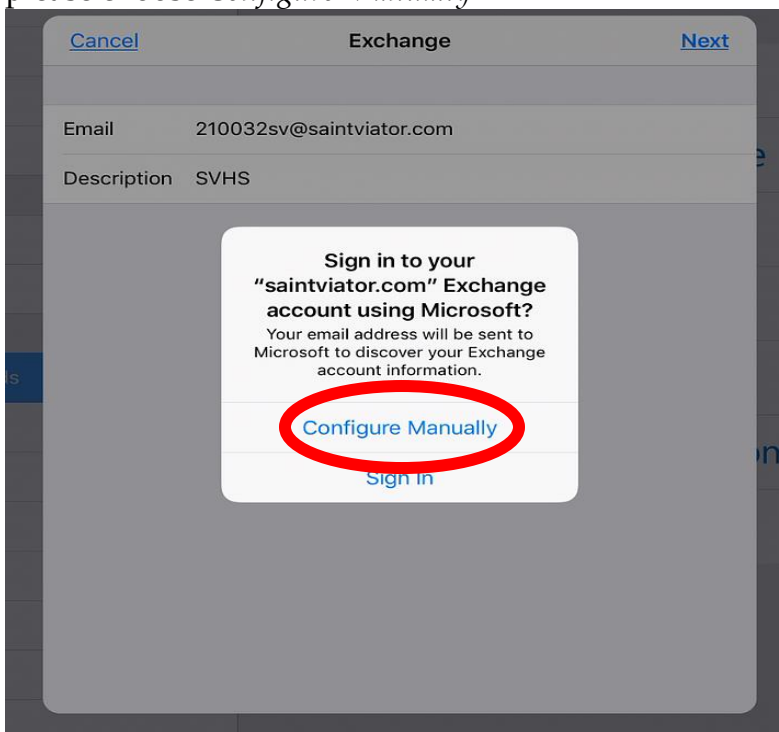
3) Select *Exchange*.



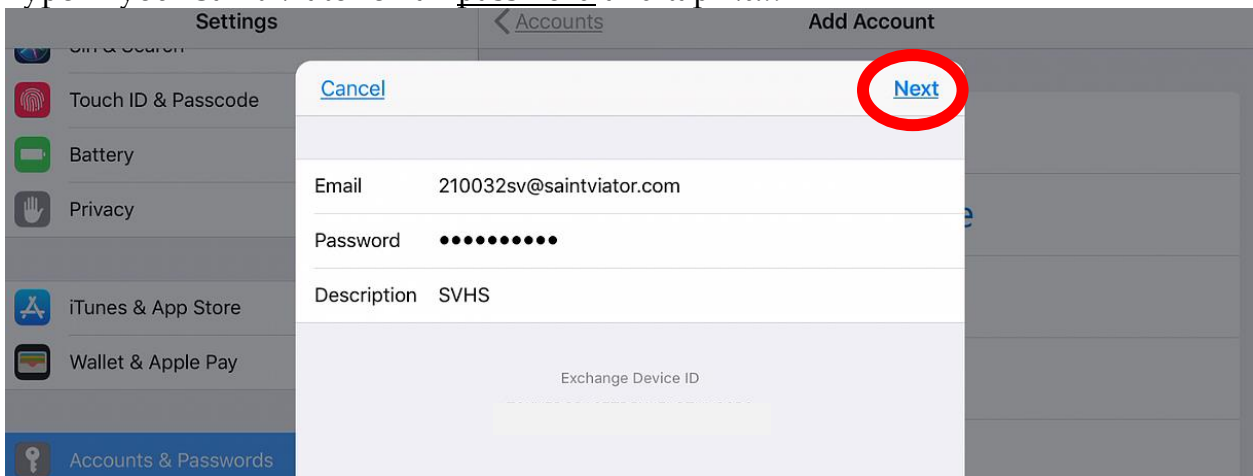
- 4) In the *Email* field, enter your entire Saint Viator email address (i.e. 210023sv@saintviator.com)
In the *Description* field, enter Saint Viator Email
When you have filled in all the two fields, tap *Next*.



- 5) A new window will pop-up and ask about signing in to an Exchange account using Microsoft, please choose *Configure Manually*



6) Type in your Saint Viator email password and tap *Next*

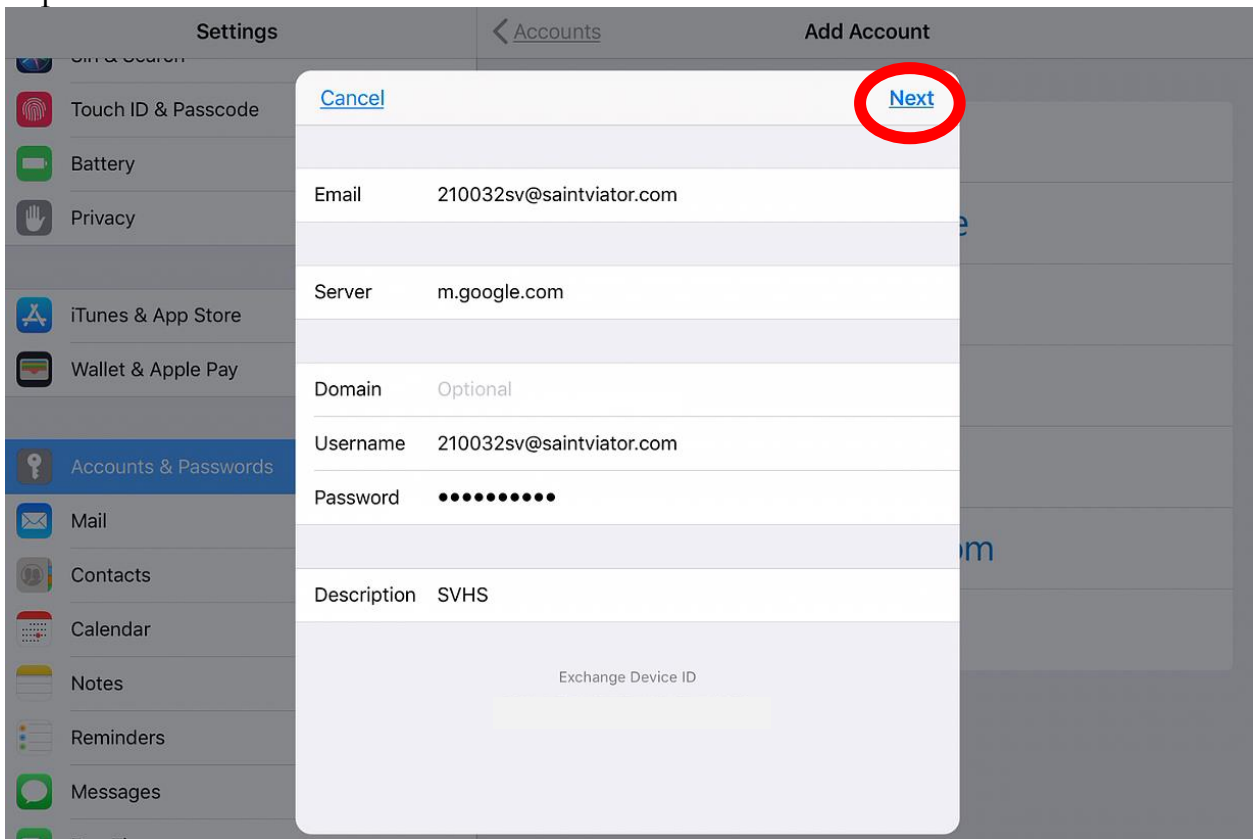


7) In the *Server* field, type **m.google.com**

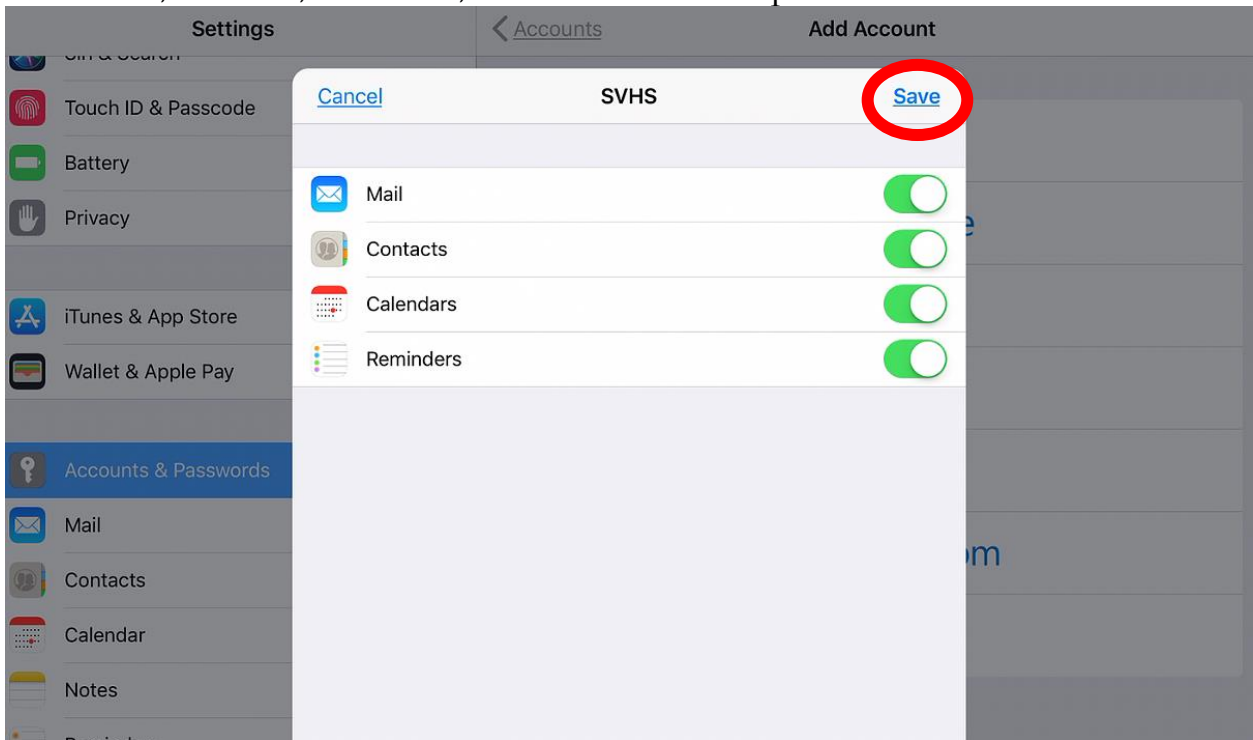
Leave the *Domain* field blank

In the *Username* field, enter your entire Saint Viator email address again (i.e. 210032sv@saintviator.com)

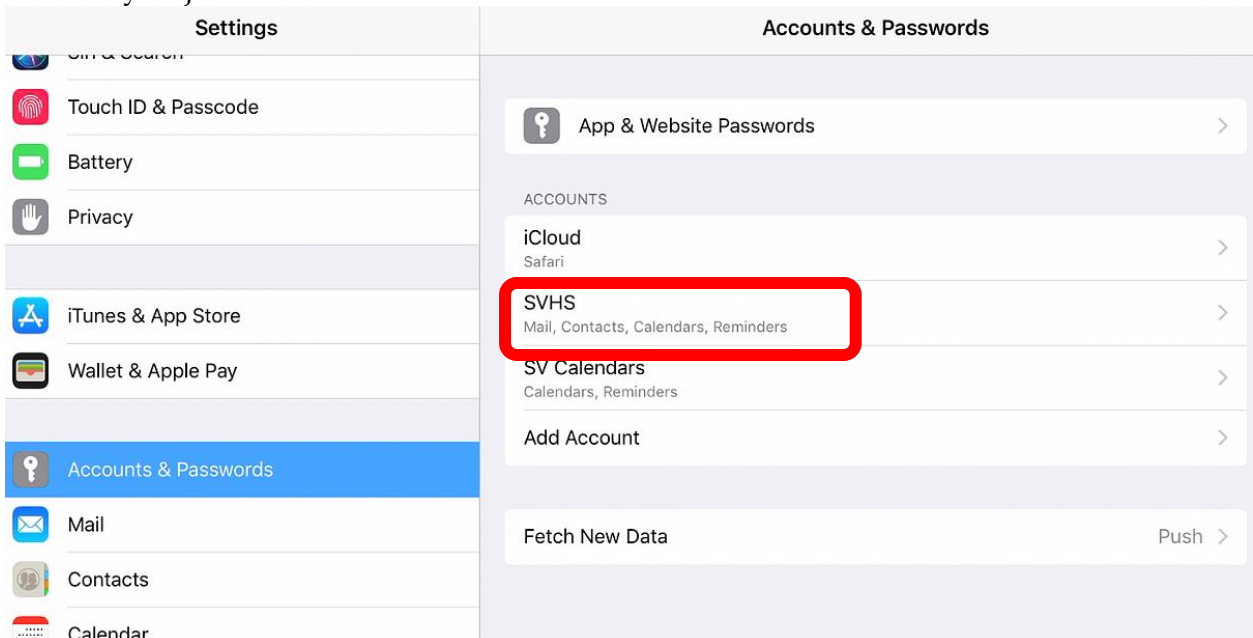
Tap *Next*.



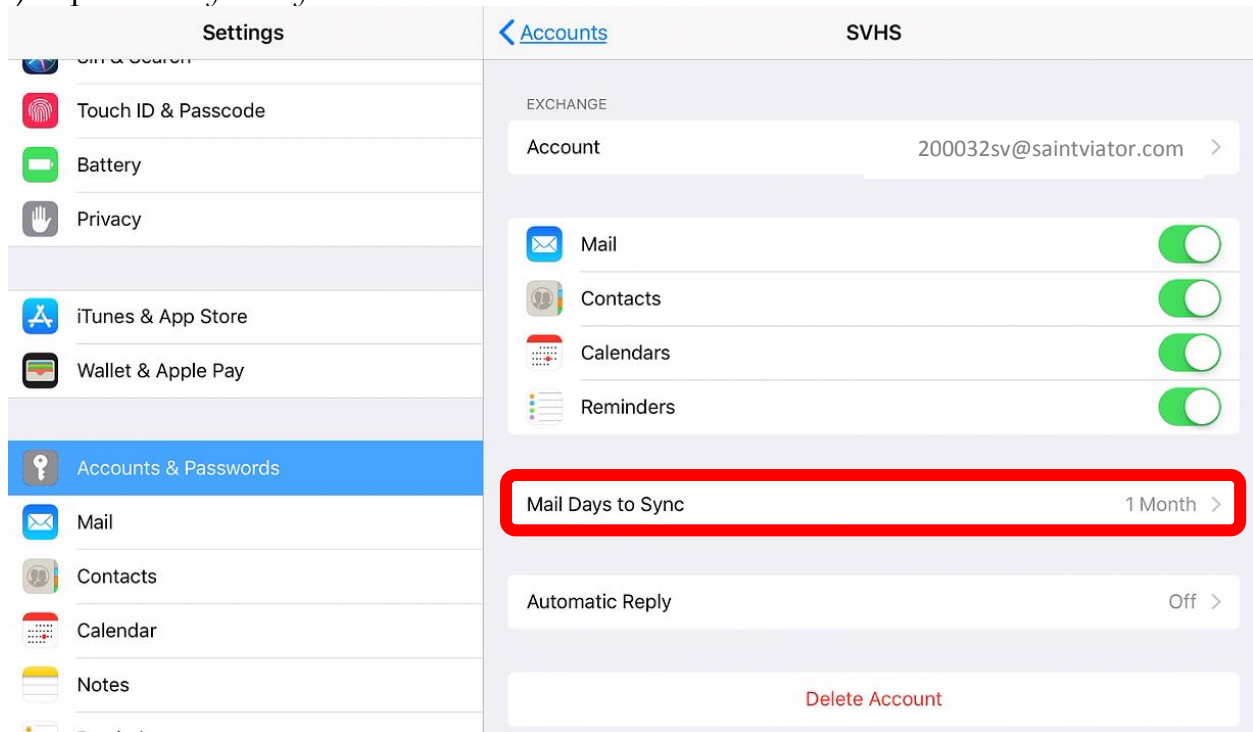
8) Leave Mail, Contacts, Calendars, Reminders on and tap *Save*.



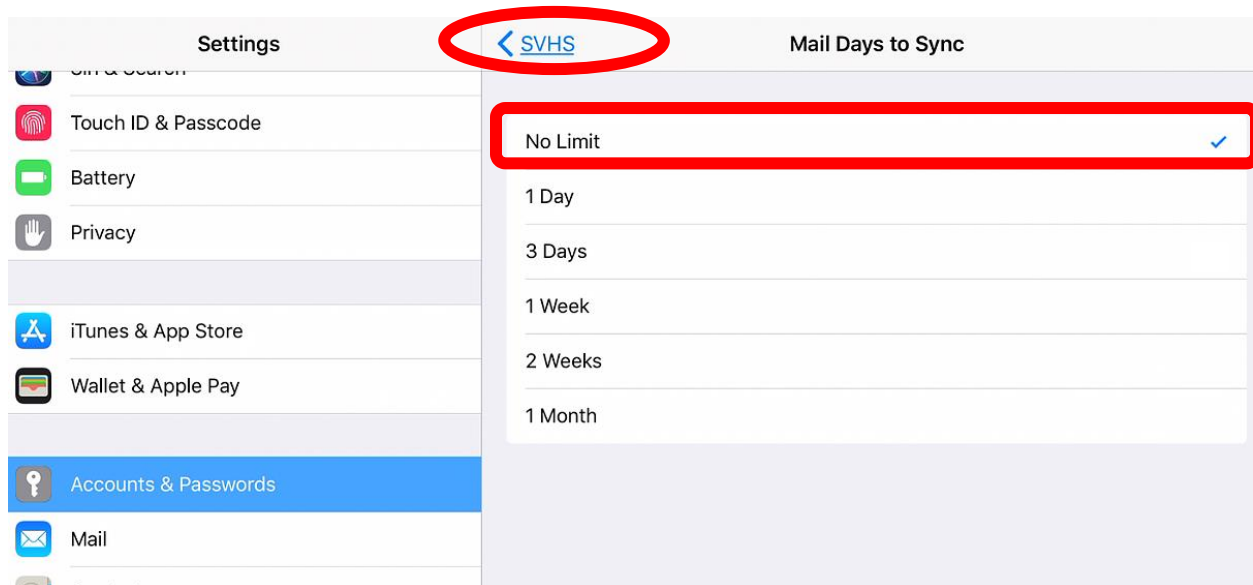
9) By default, only a week of emails will sync onto your iPad. To change this, select the account you just created.



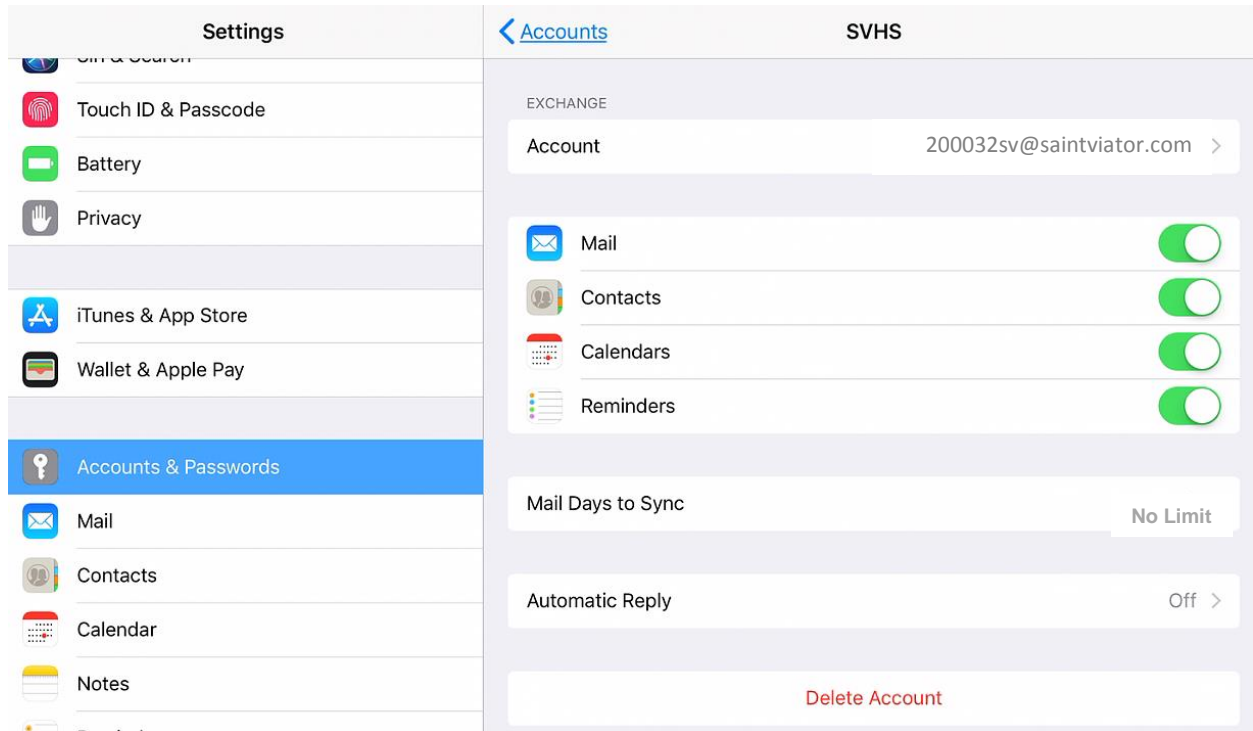
10) Tap *Mail Days to Sync*.



11) Change to the desired time and select *Saint Viator Email* to go back.



12) Tap the Home button to exit your *Settings*.



13) Your Saint Viator email has now been added to your iPad. Give it a few minutes to sync then, to view your emails tap the *Mail* app

