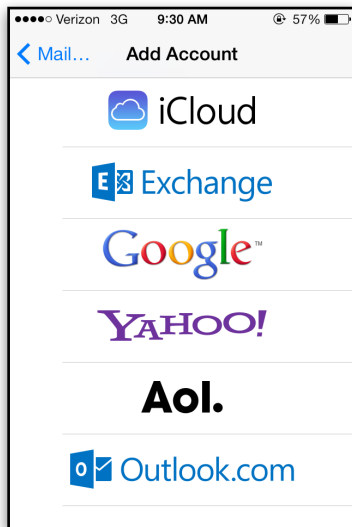


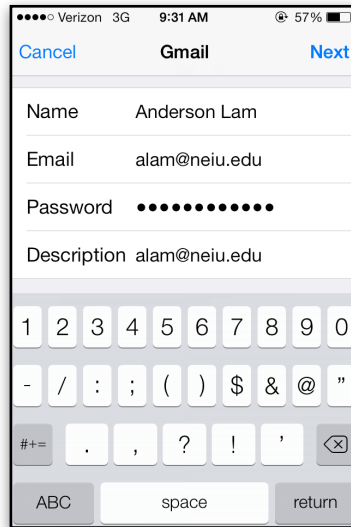
How to Set Up Nmail on your iOS 7 device

This document has been written to assist Northeastern Illinois University faculty, staff, and students access NEIU e-mail on their iPhones, iPads, and iPod touches.

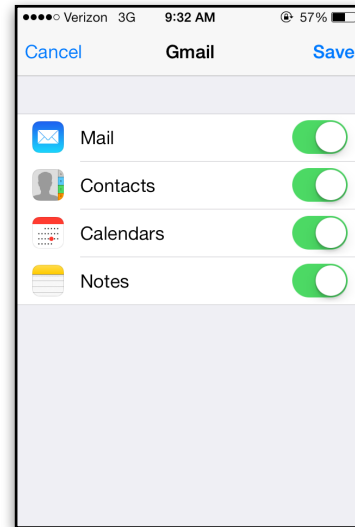
Tap on the **Settings** icon on your iOS device. In **Settings**, locate and tap on **Mail, Contacts, Calendars**.



1. Tap on **Add Account**, and then tap on **Google**.



2. Enter your credentials. For your E-mail, enter your username in the following format:
username@neiu.edu
Tap **Next** to continue.



3. Set which Nmail items you wish to appear on your iOS device.
Tap **Save** to complete the setup.

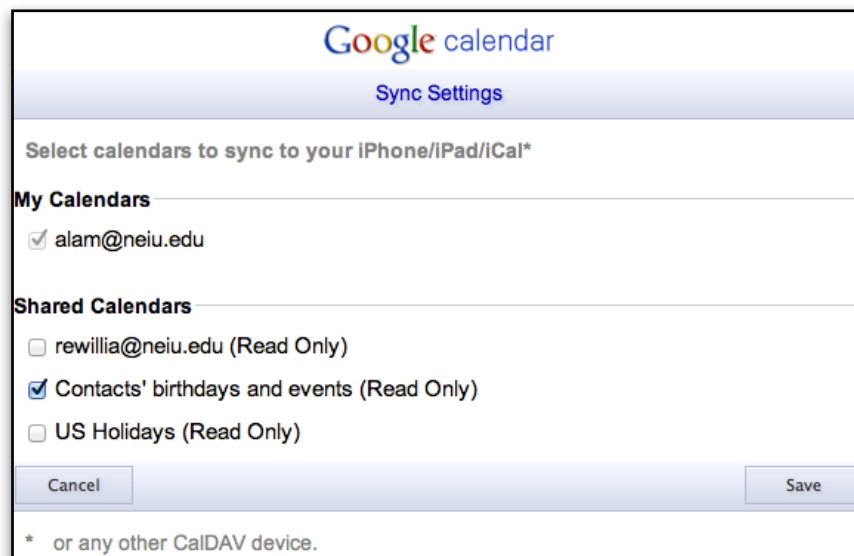
Your Nmail has now been successfully set up and should appear in your Mail app. Calendar events, Contacts, and Notes will appear in their respective applications.

Shared Calendars Sync Settings

To access a shared calendar, the user who wants to share their calendar must first log into Nmail via a web browser and designate you as someone to share their calendar with. Permission settings for you must be set to “See all event details” or higher.

For you to access a shared calendar on your iPhone, you must notify Google as to which shared calendar(s) you want to appear on your iPhone. First, log into Nmail via a web browser. While still logged into your Nmail on the browser, open a new browser window and go to the following address:

<https://www.google.com/calendar/syncselect>



Google calendar
Sync Settings

Select calendars to sync to your iPhone/iPad/iCal*

My Calendars

- alam@neiu.edu

Shared Calendars

- rewillia@neiu.edu (Read Only)
- Contacts' birthdays and events (Read Only)
- US Holidays (Read Only)

Cancel Save

* or any other CalDAV device.

In the **Sync Settings** window, calendars that have been shared with you are listed under **Shared Calendars**.

Place a check mark next to the shared calendars you would like to appear on your iPhone or iPad.

Click on the **Saved** button to save your sync settings.

Frequently Asked Questions

1. If I delete an e-mail on my iOS device, will it still show up in NEIUport?

Any mail removed from the inbox on your iOS device will also be removed from NEIUport Nmail.

2. I previously setup Exchange on my iOS device using the configuration profile. How do I remove that account?

If you wish to remove the configuration file from your iOS device, go to: **Settings --> General --> Profiles -->** Select the profile and tap **"Remove"**.

3. I tried to follow the instructions but my new password was not accepted.

Nmail is based on Google's Gmail system. Please note that password synchronizations between NEIU and Google take place once per day at around 10:30 AM. Your new password on your iOS device will be available for use after a synchronization session has been completed. The once-per-day synchronization only affects password use on Nmail e-mail clients such as the Mail application on your iOS device. Newly changed passwords can be used immediately on Nmail via NEIUport and any other services which require a student to log in.

Instruction Notes and Disclaimer

This information is provided "AS IS" without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability, fitness for a particular purpose, or non-infringement. Any and all security precautions are the responsibility of the user. NEIU assumes no responsibility or liability for damage, loss of data, intrusion, fitness of connectivity, or other anomalies and occurrences.