

## How to Setup Email on iPads for Employees

Start by syncing your "Office 365/OneDrive for Business" account with your Auburn credentials.

1. Log into [MyAccount](#).
2. Update your password. If your current password meets the minimum password rules, you may use your current password to update (resync)
3. Wait 15 minutes to allow your password to sync across systems.
4. Proceed with the instructions for your type device below.

- Settings > Mail, Contacts, Calendars
- Add Account: Microsoft Exchange
- Email: username@auburn.edu
- Domain: leave blank (if this does not work use [auburn.edu](#))
- Username: username@auburn.edu
- Password: your password
- Description: arbitrary (Most call it Auburn)  
Then Server will pop up
- Server: CAS.AUBURN.EDU
- Next
- Mail, Calendar, Contacts can be turned off on this screen
- Done

## How to Setup Email on iPads for Students

Start by syncing your "Office 365/OneDrive for Business" account with your Auburn credentials.

1. Log into [MyAccount](#).
2. Update your password. If your current password meets the minimum password rules, you may use your current password to update (resync)
3. Wait 15 minutes to allow your password to sync across systems.
4. Proceed with the instructions for your type device below.

- Settings > Mail, Contacts, Calendars
- Add Account: Microsoft Exchange
- Email: username@tigermail.auburn.edu
- Domain: leave blank (if this does not work use auburn.edu)
- Username: username@tigermail.auburn.edu
- Password: your password
- Description: arbitrary (Most call it Auburn)  
Then Server will pop up
- Server: outlook.office365.com
- Next
- Mail, Calendar, Contacts can be turned off on this screen
- Done