Configuring iPhone/iPad to Access JagMail (Microsoft Exchange account type)

Now that you have installed Google Sync and have your JagMail account configured to run with the Outlook client, you may also wish to configure your iOS mobile device so that you can access your mail, calendar, and contacts just as you do on your PC. If you want access to shared calendars and your JagMail contacts including the University employee global address book, select the Microsoft Exchange account type. Most university employees will wish to use this. For full installation instructions, go to http://support.google.com/a/users/bin/answer.py?hl=en&answer=138740 or follow the abbreviated steps outlined below that have been customized for JagMail.

Getting Started

1. Open the Settings application on your device's home screen.
2. Open Mail, Contacts, Calendars.
3. Press Add Account...
4. Select Microsoft Exchange.

Enter Account Info

5. In the Email field, enter your full JagMail email address
6. Enter your JagMail password as the Password
7. (Optional: Change description to JagMail or JagMail Exchange)
8. Tap Next at the top of your screen
9. On the next screen, the Server name is m.google.com
10. Skip the Domain
11. Enter your full JagMail email address again as the Username
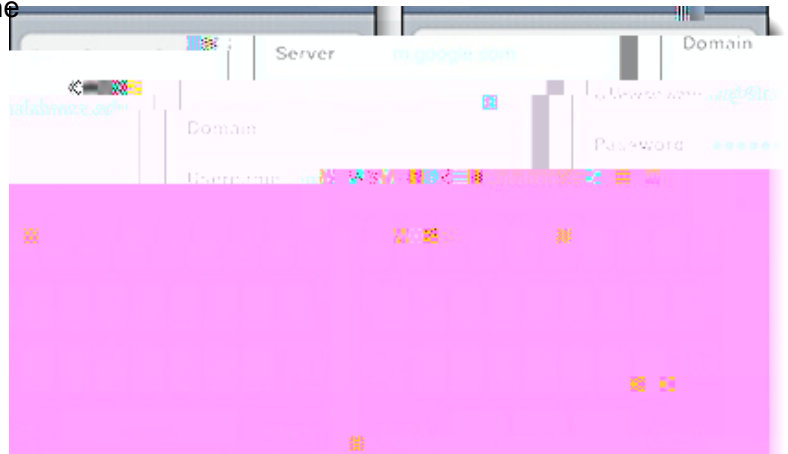
12. Password and Description fields should already be populated.
13. Press Next at the top of your screen again.

Enable Mail and Calendar

14. Select the Google services (Mail, Calendar, and Contacts) you want to sync. To receive and respond to meeting requests on your device, both Mail and Calendar need to be turned on, and New events needs to be enabled in your Google Calendar settings.

    To enable 'New events', sign in to your Google Calendar using the web browser on your phone or computer. Go to Calendar Settings > Calendars > Click on the Notifications for the calendar you want to sync. Under Email check 'New events' (and any of the other Invitation settings you want enabled e.g. changed events, cancelled events, event responses), and click Save

15. Unless you want to delete all the existing Contacts and Calendars on your phone, select the Keep on my iPhone (or iPad or iPod touch) option when prompted. This will also allow you to keep syncing with your computer via iTunes

You've set up Google Sync! You can go to the mail icon on the home screen of your device to see data contained in your JagMail account.

Enable Multiple Calendars

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2. Click "Sign with your Google Account" button pictured in Figure 1 to the right. (Note: If you are already signed in to your Mail account on the phone, skip to step 4.)

3. Sign in your account using your full JagMail email address and passw

Figure 1: Step 2

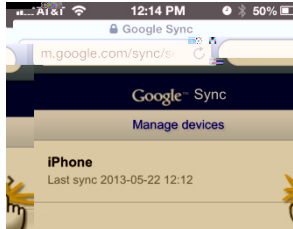4. Select your device from the list of connected devices to configure Calendars

Figure 2: Step 4

5. You will see a list of your calendars if you have multiple calendars, as well as a list of shared calendars that are accessible by your JagMail Account. Check any you would like to see on your iPhone/iPad.
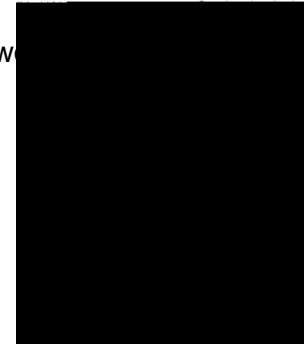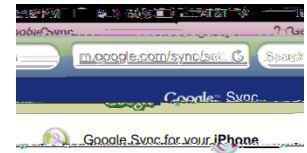
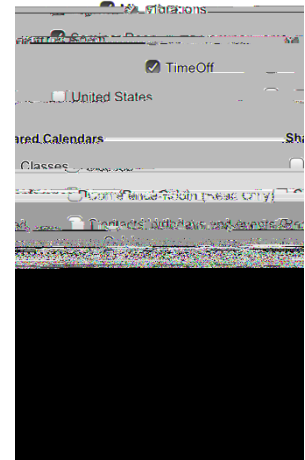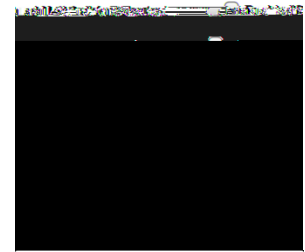6. Touch "Save" and proceed with configuration

Figure 3: Steps 5 and

With Google Sync enabled, you can do the following actions in Google Calendar using your iOS Calendar app:

- Create events and edit event details.
- Respond to meeting requests and update your attendee status.
- Change your Alert Reminder Time, e.g. "30 minutes before".
- See your list of pending invitations.
- When you're invited to an event, it shows up as a ghosted entry in your calendar. If you choose Accept or Maybe, it changes to solid, and if you Decline, the event is removed.

Additional Features

- A popup appears on your device when you're invited to a meeting. Pressing View Event allows you to see the event details and respond to the invitation.
  - ✓ To turn off this popup, go to Settings > Mail, Contacts, Calendar > New Invitations Alert and turn off the popup.
- When viewing meeting invitations in your iOS Mail app, the calendar icon at the bottom lets you view the event and update your attendee status.
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