

# Synchronizing student email with *iOS devices*

- 1 Go to “Settings”, “Accounts & Passwords” and click “Add account” in the bottom
- 2 Click “Exchange”
- 3 Enter your student e-mail and click “Next”  
**Example:**  
**User:** *studentaid@rsu.lv* (E.g., *006647@rsu.edu.lv*)
- 4 Enter your student e-mail password and click “Next”  
**Example:**  
**Password:** \*\*\*\*\*
- 5 When a new window pops out, complete the necessary fields

**Email:** *your student e-mail (step 3)*

**Server:** *outlook.office365.com*

**Domain:**

**Username:** *your student e-mail (step 3)*

**Password:** *your student e-mail password (step 4)*

The default *Description* is *Exchange* – you can change it the way you want

- 6 Do not change any settings, click “Next”!
- 7 After the synchronization, you will be able to see your student e-mail in your device’s default e-mail application
- 8 You will be able to see your timetable in your default calendar application

