

Arts E-mail setup instructions:

For an iPad / iPhone:

Settings | Mail, Contacts, Calendar | Add Account
Microsoft Exchange

Email: username@arts.ryerson.ca (don't worry your "reply-to" is still the same as it was)

Password: your ARTS password

Description: Arts Email

Mail server: mail.arts.ryerson.ca (if asked)

Username: arts\username (if asked)

For Android or Blackberry:

Click on Email or go into Settings | Accounts | Add Account

Email: username@arts.ryerson.ca (don't worry your "reply-to" is still the same as it was)

Password: your ARTS password

Click Next

If asked what type of account select **Exchange**

Domain: arts (if asked)

Mail server: mail.arts.ryerson.ca (if asked)

Username: arts\username (if asked)

Outlook (for Mac or Windows)

Note: the use of Mac Mail is not recommended as its interface with the Exchange Server is occasionally problematic.

Open Outlook (if it's the first time you should be prompted to add an account)

Email: username@arts.ryerson.ca (don't worry your reply-to is still the same as it was)

Password: your ARTS password

Generally you need not answer any other questions.

If you already have Outlook installed and are using it with a different account:

Go to "File"

Click on "Add Account" (small button immediately above "Account Settings")

Follow the instructions from there.