

# IPHONE & IPAD TNU E-MAIL ACCESS

## Internet Access – Register in Campus Manager

1. Ensure you are connected to Trevecca-Unplugged (Settings > Wi-Fi) while on campus.  
**\*NOTE:** You can also do this off campus with Internet access.
2. Open Safari (web browser)
3. In the web address field, go to: **register.trevecca.edu**
4. Click on the first link for TNU Users.
5. Type in your TNU network account username and password.
6. Click Continue. It should say it is registered.
7. Wait a minute, then turn off the device and turn back on. (This will ensure it'll work 100% of the time after registration.)

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## Trevecca E-mail

1. On the device, go to **Settings**
2. Click on **Mail, Contacts and Calendars**
3. Click **Add Account...**
4. Click **Microsoft Exchange**
5. Information is as follows:
  - a. **E-mail:** [Username@trevecca.edu](mailto:Username@trevecca.edu)
  - b. **Domain:** Garden
  - c. **Username:** Username
  - d. **Password:** Type your password. Be sure it is correct or it won't sync.
  - e. **Description:** Trevecca
6. Click **Next**
7. A new field will appear to type in the Server address. Type **webmail.trevecca.edu**
8. Click **Next**
9. It should prompt you if you want to sync contacts and calendars. Turn on or off as desired.
10. Click **Save**

**\*NOTE:** Every 90 days you must change your network account password. When you change your password, if you do not change it on the device, your network account will get locked out. Simply repeat Steps 1 and 2, and on this screen you can click on your Trevecca account. Edit the password field to update it with the new password.

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## Password Protect

It is **imperative** to password protect your device. If you do not, if the device is left unattended or is lost/stolen, ANYONE can access all your e-mails, impersonate you (send e-mails), delete your e-mails, view confidential information, etc.

To add the password:

1. On the device, go to **Settings**
2. Click on **General**
3. Click on **Passcode Lock**
4. Click **Turn Password On**
5. Enter 4-digit password and save