NOTE: Before beginning this process, make sure you are connected to the MSUM wireless network.

If you already have email (DragonMail) set up on your device, but it was previously configured with your DragonNet username and password, you will first need to delete that account by starting with Step 1. If you are configuring your email (DragonMail) on your device for the first time, skip to Step 4.

1. Tap on ‘Settings’ on your iPad.

   ![Settings icon on iPad]

2. Click on ‘Mail, Contacts, Calendars’ and select your Exchange account.
3. Click 'Delete Account', click 'Delete' again, and allow the deleting process to run.

4. Tap on 'Settings' on your iPad.
5. Click on ‘Mail, Contacts, Calendars’ and select ‘Add Account...’

   Note: You can configure only one exchange account per device

7. Enter your MSUM email address and StarID password. Enter a description for the account as shown below and click on ‘Next’.

   Note: Email formats vary across campus but are typically either first.lastname@mnstate.edu, lastname@mnstate.edu or lastnamefi@mnstate.edu.
Note: If you are off campus and connected to a network other than MSUM wireless, you might get a prompt asking for the server address. In such case, enter mnstate.edu as the server.

8. If you are prompted to enter more details for the exchange server, enter as needed and click on Next. (see image) If not, skip to Step 9.

9. Select what you want to sync with your iPad and click on ‘Save’. 
Note: Now you can exit out of mail settings pressing the Home button.

10. You will now be able to access your email by tapping on the ‘Mail’ icon on your home screen.