

Setup QU Email for Staff on iPhone

User Guide

(February 2017)





Setup QU E-mail for Staff on iPhone

1. Under *Settings* menu
2. Click on *Mail*.
3. Select *Account*.
4. Select *Add Account*.
5. Choose *Exchange*.
6. Enter your **QU Email** and **Password**.

Cancel	Exchange	Next
Email	<i>Your QU email address</i>	
Password	<i>Your QU password</i>	

If the phone is using the latest IOS, then it will automatically configure the server settings.

However, if the phone is using an older version then you might need to setup the server setting manually as follow:

- **Server:** *qumail.qu.edu.qa*
- **Domain:** *qu.edu.qa*
- **Username:** Your **QU Username** followed by *@qu.edu.qa*
- **Password:** **Your QU Password**

Example:

*if your username is **js12345**, then type **js12345@qu.edu.qa***

*if your username is **jhonsmith**, then type **jhonsmith@qu.edu.qa***

7. Click *Save* to complete.

Server	<i>qumail.qu.edu.qa</i>
Domain	<i>qu.edu.qa</i>
Username	<i>QU username @qu.edu.qa</i>
Password	<i>Your QU password</i>