iPhone or iPad Exchange Email Setup

These instructions pertain specifically to devices with Apple Operating systems **iOS 11 or newer**. Older versions will have **Mail, Contacts, and Calendars** in different places, but the email settings are the same.

Click here to for instructions on changing the United email password stored on this device.

The views on your device may vary slightly.

From the home screen select Settings. United Labs, Inc. FileManager Photos Camera Friday 22 Adobe Acrobat Calendar Mail Numbers PrinterShare Notes Reminders Hursel... ulabs.info The Calculator G 🎀 🧭 🕲

Select Passwords and Accounts. Select Add Account.



Select Exchange:



Enter your entire email address.

Give this account a name. It will default to "Exchange", but it can be anything you want. Select **Next.**



At the next selection window select Sign In:

Ne	Exchange	Cancel
	Junitedlabsinc.com	Email its
		Description Ur
	Sign in to your "unitedlabsinc.com" change account using Microsoft? r email address will be sent to soft to discover your Exchange account information.	
	Configure Manually	
	Sign In	
	account information. Configure Manually Sign In	

You will now be prompted for your password.

-

Cancel		Next
Email	itsupport@unitedlabsinc.com	
Password	•••••	
Description	United	
	Exchange Device ID	
	0607E1134P2855V33DPV22063G	

You may momentarily see check marks appear next to the fields you just entered.

Cancel	Exchange	Next
Email	itsupport@unitedlabsinc.com	×
Password	•••••	~
Descripti	on United	~
	Exchange Device ID J85DVTD96T5V18Q9NTJ16ICB58	

Eventually you will see a number of switches next to the items that you want to synchronize on your device.

If you see any other screen, something is not entered correctly. Start over. Choose which items you would like, or leave them all on. Select **Save**.

When you are done you should see your new account listed on the **Passwords** and Accounts screen.

Settings		Accounts & Passwords	
Bluetooth	On		
		App & Website Passwords	>
Notifications			
Control Center		United	5
O Not Disturb		Mail	
		Add Account	>
General		E. I.N. D.I.	
A Display & Brightness		Fetch New Data	Push >
Wallpaper			

It may still take a few minutes for your Exchange email to appear fully on your device.

You can delete an account or change the settings for an account by selecting it from the above screen, and then from the **Accounts** screen:

Settings	Accounts United
Bluetooth On	EXCHANGE
Notifications	Account itsupport@unitedlabsinc.com >
Control Center	Mail
C Do Not Disturb	Contacts
General	Calendars
AA Display & Brightness	Reminders
🛞 Wallpaper	Notes
Sounds	Mail Days to Sync 1 Month >
Siri & Search	Germandica de actuar en estado
Touch ID & Passcode	Automatic Reply Off >
Battery	
Privacy	Delete Account

This is synchronizing Mail, Contacts, Calendars, Reminders, and Notes.

It is only showing mail that is 1 month old or newer.

Changing the United email password stored on this device

From the home screen select Settings. United Labs, Inc. FileManager Photos Camera Friday 22 Calendar Adobe Acrobat Mail Clock ۲ Notes Reminders Numbers PrinterShare - 10 The Calculator ulabs.info G 🔀 🧭 🎯

Select Passwords and Accounts.

Select the United email account:

Settings Accounts & Passwords				
Bluetooth	On			
		App & Website Passwords		>
Notifications				
Control Center		United		s
Do Not Disturb		Mail		
		Add Account		2
General		Fatab New Data	Duch	
Display & Brightness			FUSI	
Wallpaper				

Select it again:

Settings	<pre> Accounts United</pre>
Bluetooth On	EXCHANGE
Notifications	Account itsupport@unitedlabsinc.com >
Control Center	🖂 Mail
C Do Not Disturb	(i) Contacts
General	Calendars
A Display & Brightness	Reminders
🛞 Wallpaper	Notes
Sounds	Mail Days to Sync 1 Month >
Siri & Search	
Touch ID & Passcode	Automatic Reply Off >
Battery	
Privacy	Delete Account

Enter your password and **Done**:

Cancel	Account Done
Email	itsupport@unitedlabsinc.com
Server	webmail.unitedlabsinc.com
Domain	Optional
Username	itsupport
Password	
Description	United
Advanced S	ettings >