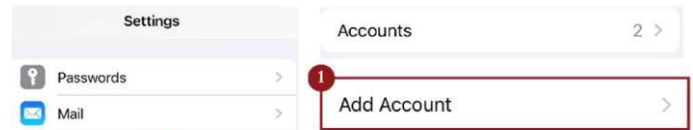


# Synchronizing email with iOS devices

1. Go to “Settings”, “Mail”, “Accounts” and click “Add account”



2. Click “Microsoft Exchange”



3. Enter your RSU e-mail and click “Next”

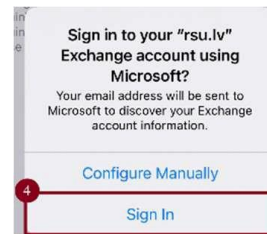
**Example:**

*Students: 006647@rsu.edu.lv*

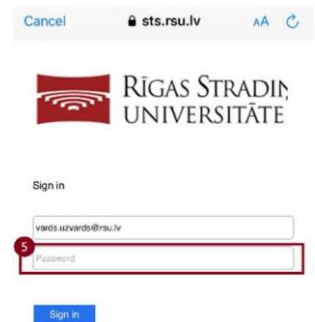
*Employees: name.surname@rsu.lv or username@rsu.lv*



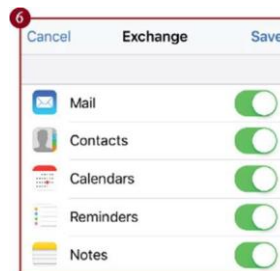
4. Click “Sign In”



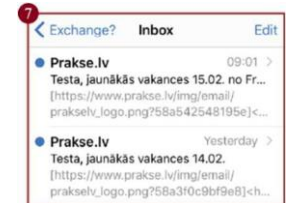
5. Enter your RSU e-mail password and click “Sign In”.



6. Do not change any settings, click “Next”!



7. After the synchronization, you will be able to see your e-mail in your device’s default e-mail application



8. You will be able to see your timetable in your default calendar application. To make sure, you see all available calendars, in calendar, under “Calendars”, check all calendars to show them.



If you do not want to use the application on your device, but want to check your e-mail, open your internet browser and go to: <https://outlook.office.com>