1 Go to *"Settings"*, *"Accounts & Passwords"* and click *"Add account"* in the bottom

2 Click *"Exchange"*

3 Enter your RSU e-mail and click *"Next"*
Example:
User: *name.surname@rsu.lv (E.g., ainars.si-lins@rsu.lv)*

4 Click *"Configure Manually"*

5 Enter your RSU e-mail password and click *"Next"*
Example:
Password: **********

6 When a new window pops out, complete the necessary fields

Email: *Your RSU e-mail (step 3)*
Server: *webmail.rsu.lv*
Domain:
Username: *Your RSU username*
Password: *Your RSU e-mail password (step 5)*

The default *Description* is *Exchange* – you can change it the way you want

7 **Do not change any settings, click "Next"!**

8 After the synchronization, you will be able to see your student e-mail in your device's default e-mail application

9 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 the user does not want to install *Exchange* app on one's phone, but wants to access one's *RSU e-mail* via a smartphone, the user can use the phone's web browser and go to the site: **webmail.rsu.lv** and access one's e-mail, by entering the **RSU user name** (*e.g., rsu\ainsil*) and **password**

Settings **Accounts & Passwords**

1 Add Account

2 **E⊠ Exchange**

Cancel **Exchange** Next
3 Email   ainars.silins@rsu.lv
Description   RSU

Sign in to your "rsu.lv" Exchange account using Microsoft?
Your email address will be sent to Microsoft to discover your Exchange account information.
4 Configure Manually
Sign In

Cancel   Next
Email   ainars.silins@rsu.lv
Password   •••••••••
5 Description   RSU

6 Cancel **Account** Done
Email   ainars.silins@rsu.lv
Server   webmail.rsu.lv
Domain   rsu
Username   ainsil
Password   •••••••••
Description   RSU

7 Cancel **Exchange** Save
✉ Mail ⬤
👤 Contacts ⬤
📅 Calendars ⬤
📋 Reminders ⬤
🗒 Notes ⬤

8 ‹ Exchange? **Inbox** Edit
⬤ **Prakse.lv** 09:01 ›
Testa, jaunākās vakances 15.02. no Fr...
[https://www.prakse.lv/img/email/ prakselv_logo.png?58a542548195e]<...
⬤ **Prakse.lv** Yesterday ›
Testa, jaunākās vakances 14.02.
[https://www.prakse.lv/img/email/ prakselv_logo.png?58a3f0c9bf9e8]<h...

9 Today   Calendars   Inbox (3)
RSU   HIDE ALL
✅ Calendar ⓘ
✅ Teacher calendar ⓘ