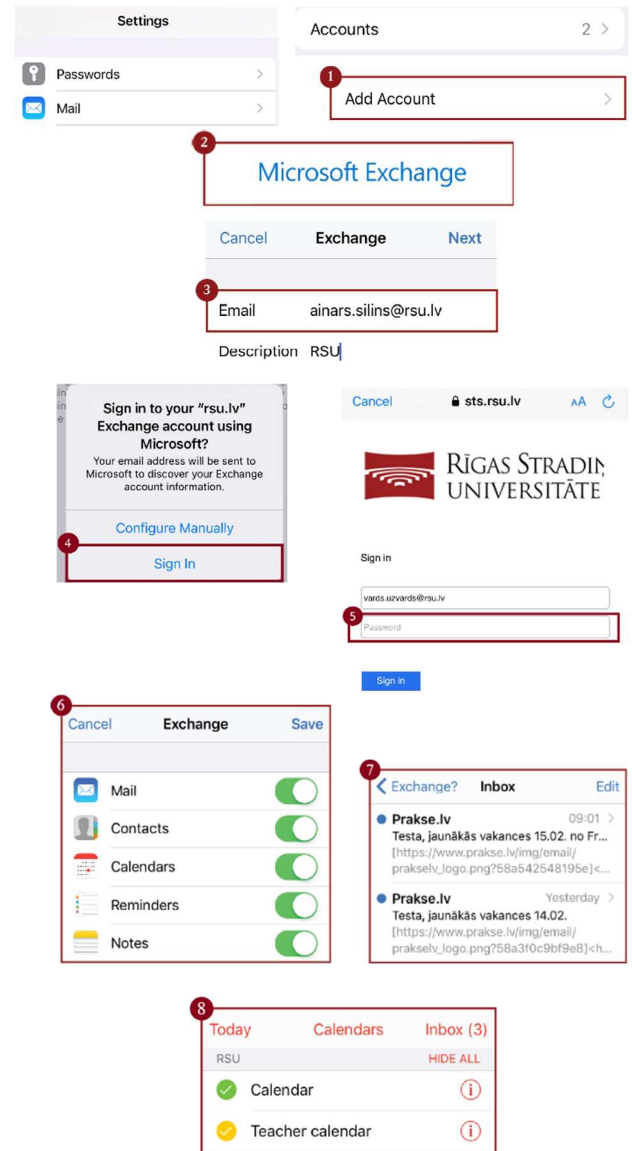# Synchronizing email with
iOS devices

1. Go to "*Settings*", "*Mail*", "*Accounts*" and click "*Add account*"

2. Click "Microsoft *Exchange*"

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