Instructions for Configuring Your iPod Touch for Your @mail.roanoke.edu Account

1. On the main screen of your iPod Touch, click “Settings”.
2. Click “Mail, Contacts, Calendars”.
3. Click “Add Account...”.
4. Click “Microsoft Exchange”.
5. In the Email box, type your full email address. (username@mail.roanoke.edu)
7. In Username, type your full email address. (username@mail.roanoke.edu)
8. In Password, enter your new email password.
9. In Description you may enter whatever you would like to call your mail account.
10. Click “Next”.
11. A new box called “Server” will appear. Type in “bl2prd0102.outlook.com” (without the quotes) and press “Next”.
12. On the following screen you can choose what you want your iPod to sync (mail, contacts, calendar). Select the ones you want synced and then press “Done”.
13. Press the Home button to return to the main screen.
14. Click “Mail” to view your email.