Setting up SSAWebMail on your iPhone, iPad or iPod Touch

This article explains how to set up SSAWebMail on your iPhone, iPad or iPod Touch.

1. Go to the home screen and select **Settings**.
In the settings menu, choose **Mail, Contacts, Calendars**.
3. Now select Add Account...

5. Fill out these fields as follows:
   - **Email**: your CNetID@uchicago.edu
   - **Domain**: SSA
   - **Username**: your SSA username
     Please note that earlier versions of the Apple iOS software did not provide an entry for a Domain and you would consequently enter, SSA\username in the Username field, something which was discontinued after iOS 2.1. If you don't see the Domain field, please update your device's version of iOS.
   - **Password**: your SSA password
   - **Description**: something descriptive like UC or SSA to help you differentiate this from other email accounts you may create (i.e. google, yahoo, or other).
6. Tap Next to check/test the settings you've entered.

7. If successful, the device will automatically obtain the server name, ssa35.uchicago.edu. However, if the auto configuration failed, you will be prompted to enter the Server.
8. Tap **Save** in the upper right corner. It will again verify the configuration. NOTE: You may be required to re-enter your password.

9. You will now be prompted to confirm what information you’d like to Synchronize. The default is to synchronize your Mail, Contacts, and Calendars. We suggest these all be set to "on," so that
10. Tap **Save**

11. Your account will configure synchronization. This will take a moment or two. You will be sent to the main Accounts screen, where you can stop or proceed with optional settings as noted below.

**Optional Settings**

- **Signature:** from the **Home** screen, tap **Settings > Mail, Contacts, Calendars > Signature**. In the text field, type what you would like to appear as an email signature when sending mail from this device. Please note that this signature is the same across all accounts set up on the
- **Time Zone Support**: From the same screen as Signature (Mail, Contacts, Calendars), scroll down and tap **Time Zone Support**. This is set to “OFF” and Cupertino, California by default. Some clients may prefer to force a specific time zone when traveling. You can change this to
"ON" and "Chicago," if this is your preference.

External Resources:
- Tips for the iPhone: http://www.apple.com/iphone/how-to/
- General iPhone support: http://www.apple.com/support/iphone/phone/