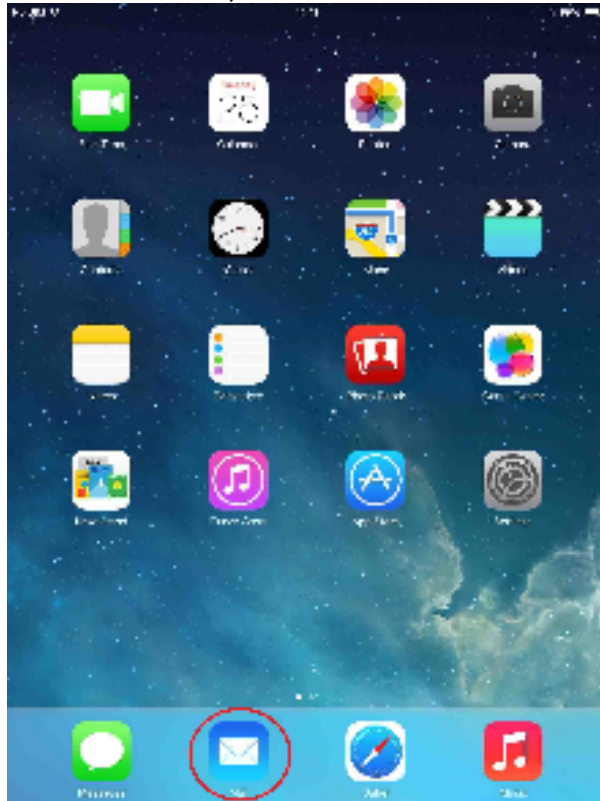# E-mail and Calendar

You can setup your Metropolia e-mail account on iPad.
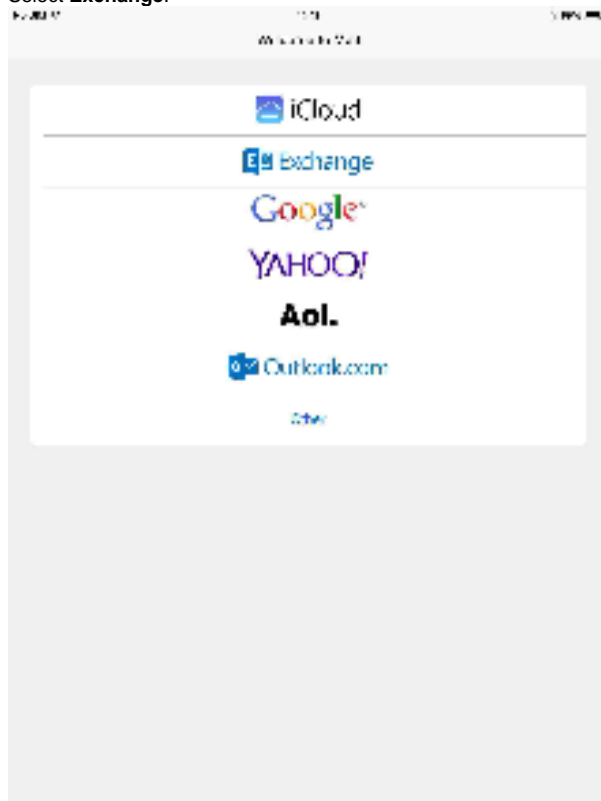
1.

In the Home screen, select Mail:
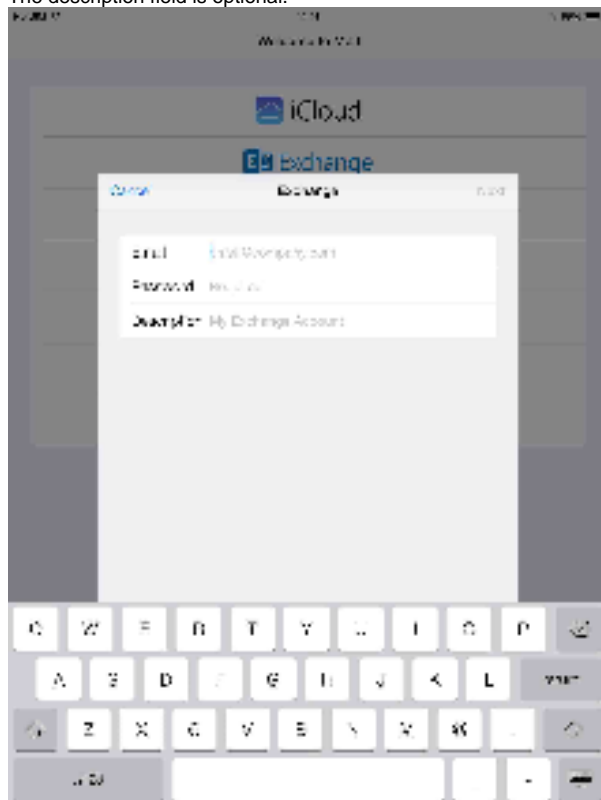

2.

Select **Exchange**:

3.

Type in the following information:

E-mail: firstname.lastname@metropolia.fi
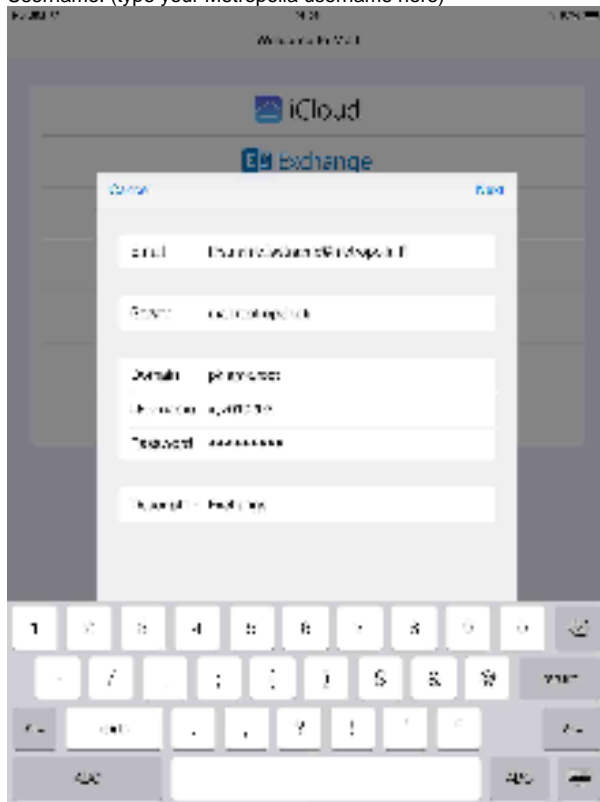Your password.
The description field is optional.

4.

You will be asked for more information. Add the following:
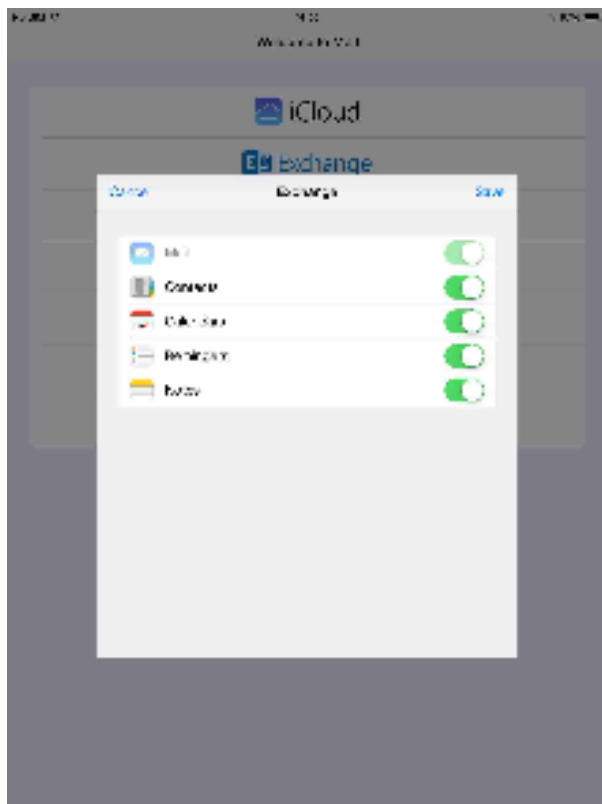
Server: mail.metropolia.fi
Domain: pk.amk.root
Username: (type your Metropolia username here)

5.

Now you can decide which services to use in your iPad. To get all the benefit of the account, select all. However, you can deselect **Contacts**, because making phone calls is not possible with the device.

6.

iPad begins to synchronize itself with Metropolia Exchange server. This takes usually a few minutes.

7.

iPad saves by default e-mail messages of the past 7 days, and calendar events and reminders of the previous month. If you use e-mail very actively, you can change the settings bigger. First, go to Settings and then to Mail, Contacts, Calendars.

Sähköposti ja kalenteri