SHANDS JACKSONVILLE ACTIVESYNC - iOS

Step 1:

From the home screen, tap on Settings



Step 2:

In the Settings menu, Click on Mail, Contacts, Calendars.

DE TATA In	10:17 AM	-		
Settings				
🥦 Airplar	ne Mode	OFF		
🛜 Wi-Fi		off >		
🥘 Fetch	New Data	Push >		
Sound	s	>		
🔯 Brightness		>		
Wallpa	iper	>		
Genera	al	,		
🔄 Mail, C	ontacts, Cal	endars >		

Step 3:

Within Mail, Contacts, Calendars click on your UF/Shands Exchange Account

DE TATA In.	10:17 AM	
Settings Ma	il. Contac	ts. Calend
Accounts		
UF Mail, Contacts, I	Calendars	>
Add Accou	nt	>
Mail		
Show	50 Recent	Messages >
Preview		2 Lines >
Minimum F	ont Size	Medium >
Show To/Co	: Label	OFF
Ask Before	Deleting	OFF

Step 4:

Within your UF/Shands Exchange Account, click on Account Info

OC TATA In	10:17 AM		-
Mail	UF		
Exchange A	ctiveSync		
Account Inf	0		>
Mail		ON	
Contacts		ON	
Calendars		ON	
Mail days to	sync	3 Days 🗲	
De	lete Acco	unt	

Step 5:

Within **Account**, click on **Server**. Once this is selected, please change *autodiscover.shandsjacksonville.com* or *swa.shandsjacksonville.com* to **mail.ufandshandsjax.org**

Step 6:

Once completed, press **Done** in the top right hand corner to save the new server name.

For additional support, please contact 904-244-7828 to create a help request.