Setup Email on your iPhone or iPad

Created: 3/24/2026 ::Shawn

Summary: This document will help get your Kappa email added to your iPhone. Instructions pulled from Apple here and modified to fit Kappa.

Minimum Requirements: *iOS 18 & iPhone XR/XS/SE (2018)*

Difficulty: Easy

Timeframe: ~5 mins

When you add your Kappa email account, you can sync your Mail, Contacts and Calendars with your Apple device.

> *Note: Unless you are in a familiar location, you must first disable Stolen Device Protection on iOS before you configure an Exchange account, and then re-enable it once configuration is complete.*

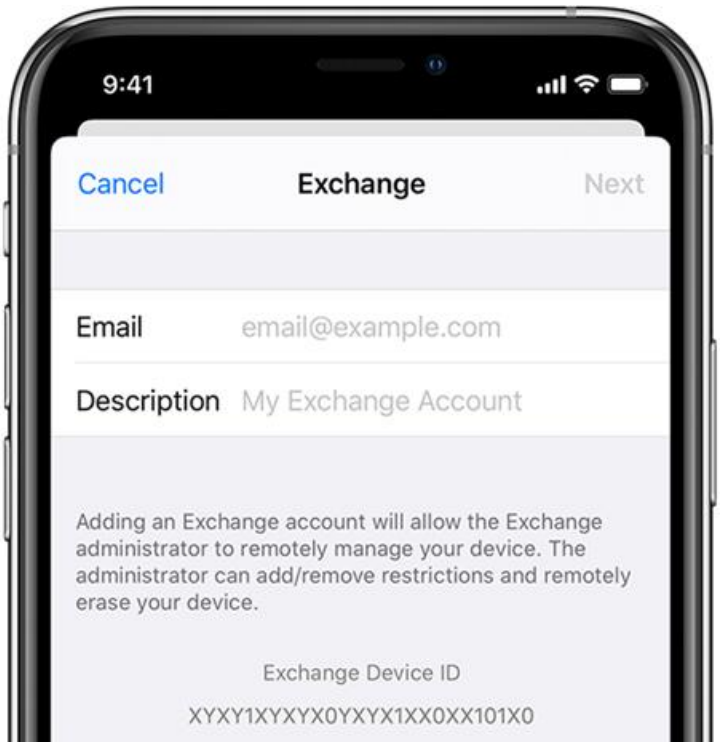
Add your Kappa Exchange account

- On iPhone or iPad, tap Settings > Mail > Add Account > Microsoft Exchange.

If you're adding another account, tap Accounts > Add Account.

Enter your email address

Enter your email address (ie: Katie.Gamma@kkg.org). Enter an account description like “Kappa Email”, then tap Next.

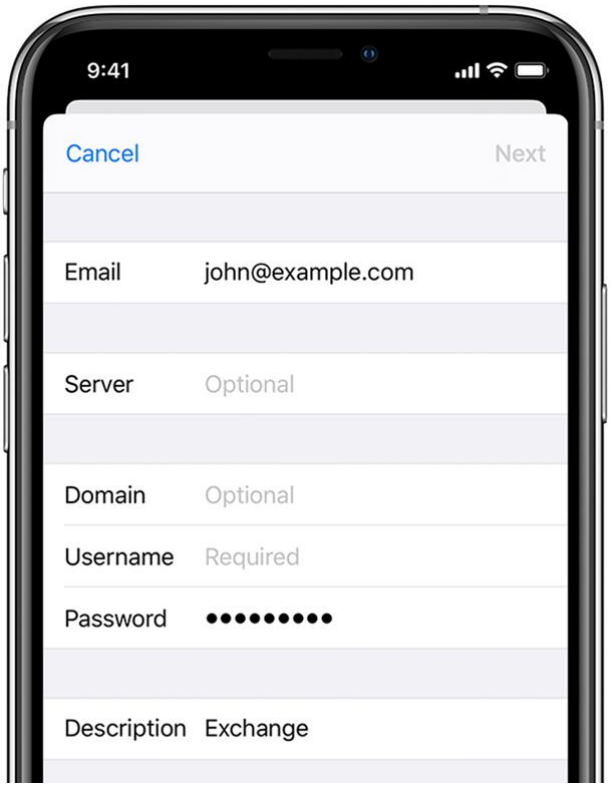


Connect to your Exchange Server

After you enter your email address, choose Sign In.

The normal login for email will come up asking for your username and password.

NOTE: **If you get a response asking for "Server", "Domain" etc, then something isn't registering with your account. This screenshot here should not come up, stop here and contact HQ.**



Sync your content

If the above username and password worked, then you will get this next screen. You can sync Mail, Contacts, Calendars, Reminders, and Notes.

Recommended Mail & Calendar. Contacts, Reminder and Notes are optional. When you're finished, tap Save.

