Baruch College offers a convenient, secure way for Faculty and Staff to access their email from any device. This guide will describe how you can connect your iPad in a step-by-step manner.

Requirements: iPad with the most recent iOS software update.

To connect your iPad to your Baruch FacStaff email account, please follow these steps:

**Step 1:** Tap the “Settings” button on your iPad (usually found on the Home screen).
Step 2: Tap the button labeled “Mail, Contacts, Calendars”.
Step 3: Tap the “Add Account” button near the top of the right-hand menu.

Step 4: Tap the “Exchange” button, as shown.
Step 5: Type in your email address, password, and a description that will uniquely identify your Baruch College email account, then tap “Next.”

Step 6: Type in the name of the Server as shown, your Domain (BCTC for staff, ACAD for faculty), and your username (the same username you would use to log in to a machine on campus), then tap “Next”.
**Step 7:** Choose what you would like to sync to your iPad, then tap “Save”.

![Exchange settings](image1.png)

Once that is done, you should be able to see your Faculty and Staff email by tapping the “Mail” app on the HomeScreen.

![Home Screen with Mail app](image2.png)

**NOTE:** If you change your Baruch Network/Email password, you will also need to update it on this device!

*If you have any problems, please do not hesitate to contact the [Baruch College Computing & Technology Help Desk](#) for assistance.*