Instructions for Connecting to a Baruch College Faculty or Staff Email Account
iPad (iOS)

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 updates.

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”.

![Image showing the settings andMail, Contacts, Calendars options]
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.”

![Exchange screenshot](image1)

**Step 6:** Type in 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”.

![Exchange screenshot](image2)
Step 7: Choose what you would like to sync to your iPad, then tap “Save”.

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

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.