ACCESSING OUTLOOK FOR iPAD USERS

for Faculty, & Staff
Step 1
Go to your “Settings” 📱 application and select “Mail”.

![Image of settings screen with highlighted Mail option]
Step 2
Select "Exchange".
Step 3 (Using Baruch WiFi)
If you are connected to the Baruch WiFi, you will be only prompted to type in your basic credentials for your work email account.

*If you are not connected to the on campus WiFi please skip this page and jump to the next page.
Step 3 (Using Off Campus WiFi)
Skip this page if you already followed the steps in the previous.

Enter the following as prompted:
Email: firstname.lastname@baruch.cuny.edu
Server: mymail.baruch.cuny.edu
Domain: BC
Username: jsmith
Password: **********
Step 4
Toggle to your preferences. Then select “Save”.
You Can Now Access Your Email

Go to your mail App. Select your work email account from the selection or Mailboxes. You should then be able to see your work email inbox.