Important – For the initial setup, we strongly suggest that you are connected to a wireless network not to a cellular network.

Step 1: On your Apple device click on Settings.
Step 2: Once in Setting swipe down and tap on – Mail, Contacts, Calendars then tap Add Account.
Step 3: In the Mail, Contacts, Calendar - Add Account, tap on Exchange
Step 4: The screen on the left is what you should see next. On this page type in your Kingsborough email address and your KB Computer account password, also known as your AD or Active directory password. If you do not remember or know what it is please contact the Faculty Staff Help Desk.

Email address are formatted – First Name.Last Name@kbcc.cuny.edu

Below is how you would fill this form out;

john.doe@kbcc.cuny.edu (Email)
Computer1 (Password)
KBCC Email (Description)
Step 5: Once you have completed Step 4, you will see the screen on the left. At minimum you should have Mail and Calendars selected. You can turn off the others if you like.

Once you have made your selections tap Save.
You have now completed the Exchange setup. In this example the name of the account is called - “Exchange”

You will see the name that you gave this account in Step 4.
Tap your newly created account you should see a screen similar to this on the left.

You can adjust how much mail to sync to your device. The more weeks you choose to sync the more space will be required on your device.

At this point the more mail you choose to sync the longer the initial account setup will take. This is a one-time occurrence.
From your main screen tap the Mail icon. You will have different mailboxes than the ones listed on the left. Under Accounts you will see the Exchange account you added.

If you are having problems after using this guide please contact the Faculty/Staff Help Desk.