how to: **configure mobile email**

## Apple iOS (6+) – NATIVE MAIL

1. From Safari, navigate to <http://myosgoode.yorku.ca>
2. Sign in to MyOsgoode using your Passport York username and password
3. From the address bar, navigate to <https://ozipo.osgoode.yorku.ca>/traveler
4. Tap **Generate**
5. Tap **Install** on the next three screens
6. Enter your Osgoode Account password and tap **Next**
7. You will be prompted to set or enter a passcode for your device (mandatory)
8. Tap **Done** to complete the configuration
9. Press the home button. Your mail, calendar and contacts will begin to synchronize

## Android (4.1 +) / Apple iOS (6+) – IBM VERSE

1. Install IBM Verse from the App Store / Google Play Store
2. Launch ***Verse*** from your home screen
3. Select **My company’s server**
4. Under ***Server URL*** enter [*https://ozipo.osgoode.yorku.ca/traveler*](https://ozipo.osgoode.yorku.ca/traveler)
5. Enter your Passport York username and password
6. Accept the permissions request
7. You will be prompted to set or enter a passcode for your device (mandatory)

## Blackberry (10+)

1. Select **Accounts** from the *Settings* menu
2. Tap **Email, Calendar and Contacts**
3. Type your email address and tap **Next**
4. Enter your Osgoode Account password and tap **Next**
5. You will be prompted to go into the *Advanced Settings*
6. Choose ***Microsoft Exchange Account***
7. Enter the server: [*https://ozipo.osgoode.yorku.ca/traveler*](https://ozipo.osgoode.yorku.ca/traveler)
8. You will be prompted to set or enter a passcode for your device (mandatory)