

Mail/Calendar Conversion – Here is what to expect:

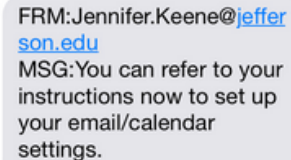
On the weekend that you are scheduled to be converted there are a couple of steps you need to take to setup your mobile device. You will receive an email in your Jeffersonhospital.org inbox stating that it is the last email you will receive in your “Notes” inbox. You can continue to view your email, but you should not send email or reply to any of them until you set up your new Jefferson.edu email account.

If you are a JeffCal user without a jeffersonhospital.org email account, you will still follow the instructions below. You just will not receive an email stating that it is your last email.

After completing the steps below, we encourage you to verify that your email and calendar are functioning as they should by:

- Sending a test email
- Creating a calendar event that you invite someone else to. This should be a test event that the person you are inviting knows to ignore.

- After the last email is sent, IS will be making a change to your mobile device settings.
- When you receive the text message to the right you can step through the process below to complete your setup.

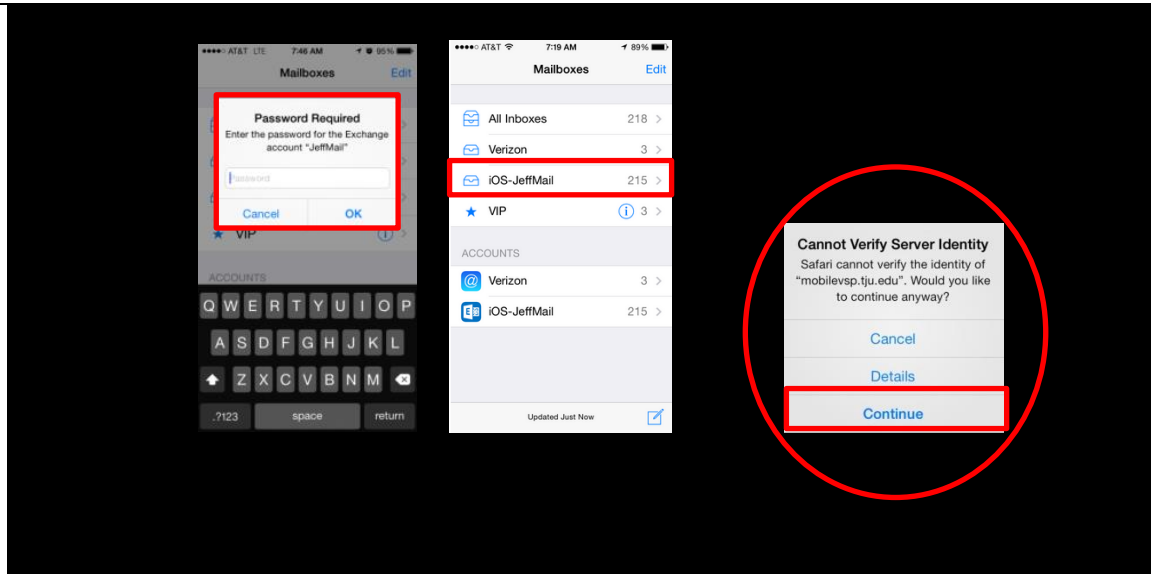


FRM:Jennifer.Keene@jefferson.edu
MSG:You can refer to your instructions now to set up your email/calendar settings.



Mail/Calendar Conversion – Here is what to expect:

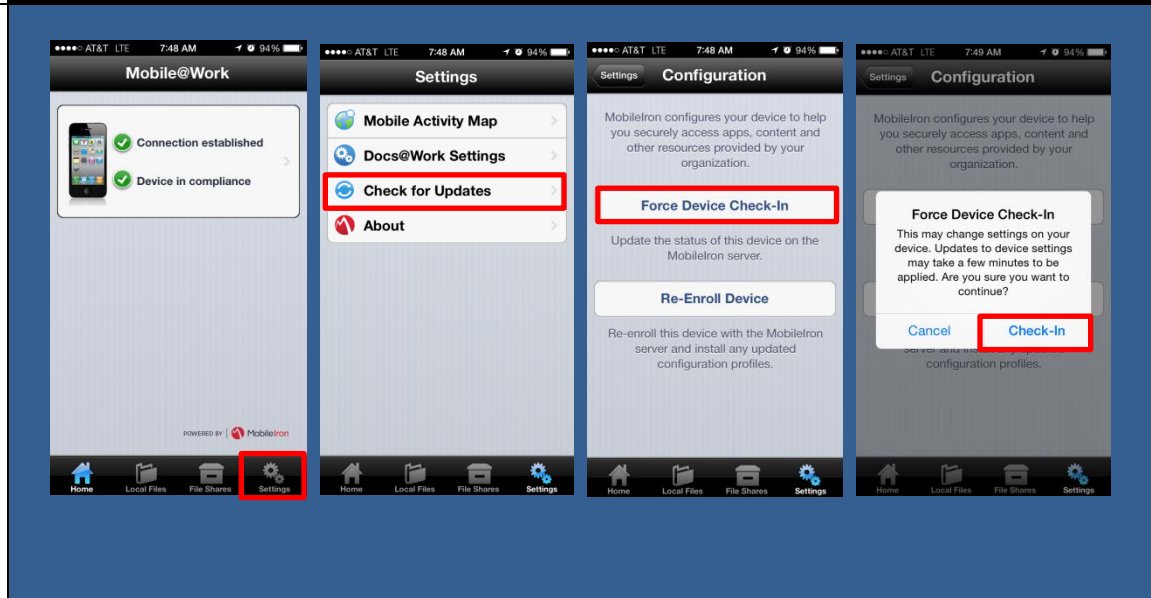
- You will see the Password Required box, on the right, pop up on your device.
- Enter your **campus key password** and tap **OK**.
- You should see a new Mailbox called **iOS- JeffMail**. If your Jefferson email is the only one on your device you will just see Inbox.


NOTE: Some users may see the **Cannot Verify Server Identity** box. Tap **Continue** if this pops up.



If the Password Required box does **NOT** pop up, you need to force your device to communicate with the MobileIron Server by:


- Open **MobileIron** 
- Tap **Settings**
- Tap **Check for Updates**
- Tap **Force Device Check-In**
- Tap **Check-In**
- Tap and Open Email 
- The Password Required box should then pop up

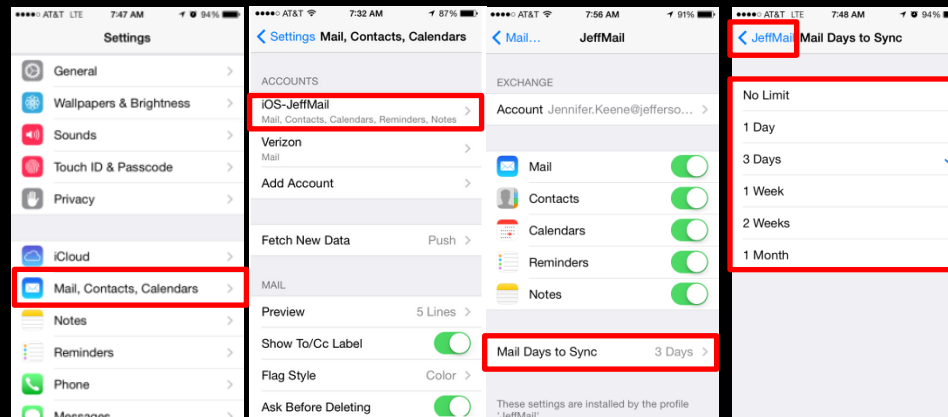


- Your emails will start to populate 
 - It may take a few hours for all of your email to appear, depending on the size of your mailbox.

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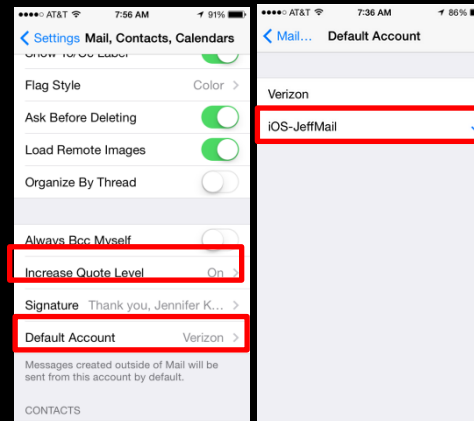
- Your Email is Ready and Available to Use at this Point.

- Open Your **Settings** 
- Scroll down and Tap on **Mail, Contacts, Calendars**
- Tap **iOS-JeffMail** Under Accounts
- Tap **Mail Days to Sync**: The default is 3 Days, you may change it to any of the options.
- Tap **JeffMail** in the Upper Left




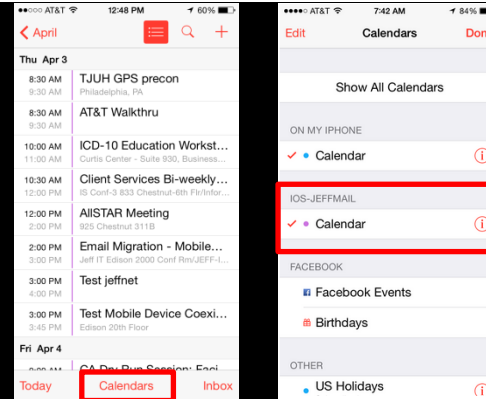
- Scroll down under the **Mail** Section and:
- Tap **Default Account**:
 - Make Sure that iOS-JeffMail is ✓


NOTE: Default Account will not come up if your Jefferson email is the only account on your device.



Mail/Calendar Conversion – Here is what to expect:

- Open Your **Calendar App** 
- Tap **Calendars** at the Bottom Middle of the Screen
- Make Sure that there is a ✓ to the left of the Calendar under iOS-JeffMail
 - If there is no ✓ then tap the Calendar to allow it to display



- Open Your **Settings** 
- Scroll down and Tap on **Mail, Contacts, Calendars**
- Scroll down under the **Calendars** Section and:
 - **Sync**: Verify or Change the Number of Calendar Events to Sync
 - **Default Calendar**: Make Sure that iOS-JeffMail is ✓

