Syncing iSpartan Email, Calendar, & Contacts to an iOS (Apple) Device

These instructions are for syncing email, calendar & contacts in your iSpartan account with an iOS 10.0 or higher device:

1. Set-up your iSpartan account on your iOS device
   a. Open Settings app
   b. Select "Accounts & Passwords"
   c. Select "Add Account"
   d. Choose "Google"
   e. Type in your UNCG email address
   f. Click on "Next" (bottom right corner)
   g. You'll be taken to a UNCG Authentication page
      i. Username: iSpartan user name (not your full email address)
      ii. Password: iSpartan password
   h. Click on "Go" (bottom right corner)
   i. You will now see a window with Mail, Contacts, & Calendars already turned on. You can also turn on Notes if you like.
   j. Click "Save" (upper right corner)
   k. By default, your iSpartan account will show up as your email address (xxxxxx@uncg.edu). If you would like to change how that appears do the following:
      i. Open the Settings app
      ii. Select "Accounts & Passwords"
      iii. Choose your iSpartan account
      iv. Click on "Account  xxxxx@uncg.edu"
      v. In the "Description" field, you can title the account however you choose
      vi. Select "Done" (top right corner)
   l. By default, any message you delete through your iOS device will actually be archived and not deleted. If you want to send your deleted messages to the Trash folder:
      i. Open Settings app
      ii. Select "Accounts & Passwords"
      iii. Select your iSpartan Account
      iv. Select "Account"
      v. Select "Advanced"
      vi. Choose "Deleted Mailbox" for "Move Discarded Messages Into" (middle of screen)
      vii. Go back by selecting "Account" (top left corner)
      viii. Select "Done" (top right corner)
   m. Exit Settings
   n. You have finished setting up your iSpartan account on your iOS device.
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2. Calendars: by default, all calendars to which your iSpartan account is subscribed will be sync to your iOS device. To turn on/off specific calendars:
   a. Open the Calendars app on your phone
   b. Click on “Calendars” (bottom center)
   c. You will see the list of calendars which are synced to your iOS device
   d. Choose which calendars you would like to display in your Calendar app using the checkboxes on the left hand side
   e. Once finished, select “Done” (top right corner)
   f. It will take several minutes for events to populate when syncing a new calendar
   g. Close Calendar app

3. Contacts: all contacts you have saved in your iSpartan account will automatically sync to the Contacts app
   a. It will take several minutes for your contacts to sync the first time you open the app
   b. Close Contacts app

4. Mail: open the Mail app
   a. You will see a list of Mailboxes showing all your mail accounts you have synced with your iOS device
   b. Your iSpartan account will appear with whatever name you used in the description field when setting up your account
   c. You can add additional Mailboxes/folders to this page by doing the following:
      i. Select “Edit” (top right corner)
      ii. You will see a list of folders/labels that exist within your iSpartan email account
      iii. Choose which ones you would like to appear on the Mailboxes page using the checkboxes on the left hand side
      iv. You can drag the mailboxes into any order you wish them to appear using the three bars on the right hand side
      v. Select “Done” (top right corner)
   d. Close Mail app

5. Congratulations, your iSpartan account is now synced.