Configuring ICEMail for iOS 8 (iPhone & iPad)

Once you have received notification that your SEAS email account has been migrated to the ICEMail server and verified it is working by logging on at https://icemail.harvard.edu, please follow the instructions below to configure your email on your iOS device.

Note: It is Harvard University policy (http://policy.security.harvard.edu/everyone#widget-1) that any device with Harvard information or email must be configured for secure storage, transport, and disposal of confidential information. This will require you to create a passcode to access your phone if you do not already have this set up. For details on how to ensure your device is protected, visit:

http://policy.security.harvard.edu/device-configuration-checklists

Step 1. Open your iOS device and select the Settings App (See Figure 1 below).

Step 2. In Settings, scroll down and click ‘Mail, Contacts, Calendars’ (See Figure 2 above).
**Step 3.** Click ‘Add Account’ (Figure 3) and select ‘Exchange’ (Figure 4).

**Figure 3**

**Figure 4**

**Step 4.** Enter your account settings (Figure 5).

**Figure 5**

A) In the ‘Email’ field enter your SEAS email address

B) In the ‘Password’ field enter the letter “a”. It is important that you do not enter your correct password at this step as the iOS device will try to configure itself and could resolve the wrong settings.

C) Change the ‘Description’ to “ICEMAIL”.

D) Click ‘Next’. If you receive a “Cannot Verify Server Identity” error, click “Continue”.

SEAS-ICE iOS8 Instructions_v1-06
Step 5. Configure your settings below (Figure 6).

A) Confirm your email address is correct in the ‘Email’ field.
B) In the ‘Server’ field enter:
  icemail.harvard.edu
C) In the ‘Domain’ field enter:
  university
D) In the ‘Username’ field enter your ADID* (e.g., “joh123”).
E) In the ‘Password’ field enter your ICEMail ADID password.
F) Confirm you see “ICEMAIL” in the ‘Description’ field.
G) Click ‘Next’.

*NOTE: If you do not know your ADID, please contact the HUIT Service Desk at (617) 495-9050 and ask them for your university ADID and password.

Step 6. You will now be given the option turn on or off exchange Calendar and Contacts. When complete, click ‘Save’ (Figure 7).

Congratulations! Your ICEMail account is now configured.

Please confirm the settings are functioning by going to your home screen, launching the Mail app, and sending a test email to yourself.

If you had previously connected to your SEAS exchange email on your iPhone, please continue to the next page to find instructions for removing the old account.
Removing your old SEAS account from your iOS device

**Step 7.** From your home screen select the Settings App and choose ‘Mail, Contacts, Calendar’ as outlined in Steps 1 – 2 on page 1.

**Step 8.** Click on your old SEAS email account.

**Step 9.** Scroll down and click on ‘Delete Account’ (Figure 8)

![Figure 8](image)

**Step 10.** Click on ‘Delete from My iPhone’ (Figure 9).

![Figure 9](image)

Your old account has now been removed from your iOS device.

If you have difficulty, please contact the HUIT Service Desk at help@seas.harvard.edu or (617) 495-9050.