SHANDS JACKSONVILLE ACTIVESYNC - iOS

Step 1:

From the home screen, tap on **Settings**

Step 2:

In the **Settings** menu, Click on **Mail, Contacts, Calendars.**

Step 3:

Within **Mail, Contacts, Calendars** click on your UF/Shands **Exchange** Account

Step 4:
Within your UF/Shands Exchange Account, click on **Account Info**

Step 5:
Within **Account,** click on **Server**. Once this is selected, please change *autodiscover.shandsjacksonville.com* or *swa.shandsjacksonville.com* to **mail.ufandshandsjax.org**

Step 6:
Once completed, press **Done** in the top right hand corner to save the new server name.

For additional support, please contact 904-244-7828 to create a help request.