iPad NDS Configuration Guide

Novell Data Sync (NDS) is available for employees of Millikin University. NDS allows the user to sync email, calendar, contacts and reminders from GroupWise to an iPad.

Before you begin:

• Your device MUST be connected to the secure MU-ADMIN wireless network. For instructions on connecting your device to the secured MU-ADMIN wireless network, please go to www.millikin.edu/it > Employee Support > Network Connection FAQs.

• Employees must request that their account be added to the NDS server. Please wait 24 hours for the account to be added before continuing with NDS configuration on your device. Contact the Help Desk to be added to the NDS server.

1. On your iPad’s Home screen, tap Settings.
2. Tap Mail, Contacts, Calendars.
3. Tap Add Account…
4. When the Add Account menu opens, tap Exchange.
5. In the Email field, enter your Millikin email address.
6. Leave the Domain field blank.
7. In the Username field, enter your Millikin Username (without the @millikin.edu).
8. In the Password field, enter the password you use to access your Millikin accounts.
9. In the Description field, type Millikin.
10. Tap Next.

* If you receive a message Cannot Verify Server Identity regarding “millikin.edu,” please tap Continue.
11. When the page refreshes, type munds.millikin.edu in the Server field.
12. Tap Next.
13. You will see that the iPad is verifying the information you entered. This process may take up to 5 minutes to complete. Please be patient.
14. When verification of your account settings is complete, you can choose whether or not to sync your mail, contacts, calendars and/or reminders from your Millikin account. Once you have chosen your preferences, tap Save.
Troubleshooting:

If you are still unable to view your email through your iPad, check the following settings and try again.

1. If you are connected to Millikin’s wireless network, make sure you are connected to the secured wireless network MU-ADMIN.
2. Have you requested your account be added to the NDS server? Have you allowed for the 24 hour activation period?
3. Make sure that you have entered your email address in the Email field, and your username only in the Username field.
4. Make sure you are entering your password correctly.
5. NDS is not available to students.
6. Delete the current setup and try again.