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

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 iPhone’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 iPhone, 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.