

MyKLU Campus calendar on Apple devices

1. Select Settings



2. Open Mail, Contacts, Calendar



3. Add Account



4. Choose Microsoft Exchange



5. Enter your MyKLUCampus ID (Student ID@the-klu.org) and Password



6. If you see a Domain\Username field, enter your MyKLUCampus ID. If Domain and Username are separate fields, enter your full MyKLUCampus ID (Student ID@the-klu.org) in Username, and leave Domain blank



7. If you see a **Server** field, enter **calendarsync.the-klu.org**



8. Select **Account options** to sync your calendar only. (A longer sync period means a longer time period in which events will be synchronized. This requires more memory)



9. You should be able to see your events in the calendar app!