

iPhone Email Setup (example SE user John Doe)

Email: jdoe@se.edu

Server: exchange.se.edu

Username: jdoe

Password: (password used to logon to computer on campus)

1. To add an Exchange account to your iPhone or iPod touch, tap **Settings**, then **Mail, Contacts, Calendars**, then **Add Account**, then **Microsoft Exchange**. Note, you can configure only one Exchange account per device..
2. On the next screen, enter your complete email address, username, password, and a description (which may be anything you like). The username field usually requires the Exchange domain name and your user login name, separated by a backslash (\). For example (se\jdoe). Ask your Exchange server administrator if you are unsure of the domain name. If you are unable to view your folder list, or unable to send or receive email, edit the username and delete the domain name and backslash.
3. Your iPhone (or iPod touch) will now try to locate your Exchange server using Microsoft's Autodiscovery service. If the server cannot be located, the screen below is shown. Enter your front-end Exchange server's complete address in the **Server** field. Contact your Exchange server administrator if you are unsure of the address.



Your iPhone or iPod touch will try to create a secure (SSL) connection to your Exchange server. If it cannot do this, it will try a non-SSL connection. To override the SSL setting, go into Settings, then Mail, Contacts, Calendars, select your Exchange account, tap Account Info, then toggle the Use SSL slider.

After successfully making a connection to the Exchange server, you may be prompted to change your device passcode to match whatever policies may have been set on your server.

4. Choose which type(s) of data you would like to synchronize: Mail, Contacts, and Calendars. Note that by default, only 3 days' worth of email is synchronized. To synchronize more, go into Settings, then Mail, Contacts, Calendars, select your Exchange account, and tap on Mail days to sync.

Note that after configuring an Exchange ActiveSync account, all existing contact and calendar information on the iPhone or iPod touch is overwritten. Additionally, iTunes no longer syncs contacts and calendars with your desktop computer. You can still sync your iPhone or iPod touch wirelessly with MobileMe services.

