

Set up Exchange ActiveSync on your iPhone, iPad, or iPod Touch

Server: Please submit ticket for the server access name

When you add your Exchange ActiveSync account, you can sync your Mail, Contacts, Calendars, Reminders, and Notes wirelessly with your iOS device.

Add your Exchange account

Tap Settings > Mail, Contacts, Calendars > Add Account > Exchange.

Enter your information

Enter your email address and password. If you want to, you can also enter an account description.



Connect to the Exchange Server

Your iOS device will try to find your Exchange Server. You might have to enter additional server information. If you need help, contact your Exchange Server administrator.

Server: See above

Domain: Keep Blank

User Name: This is your network user name (jsmith, John.smith)

Password: Network Password (what you use to log into the computer every morning)



Sync your content

You can sync Mail, Contacts, Calendars, Reminders, and Notes. When you're finished, tap Save.



Edit your Exchange settings

Tap Settings > Mail, Contacts, Calendars, select your Exchange account, and tap Account Info. You can also go here to set up automatic out-of-office replies and change how often you want Mail to sync (the default is 7 days).