

# 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.





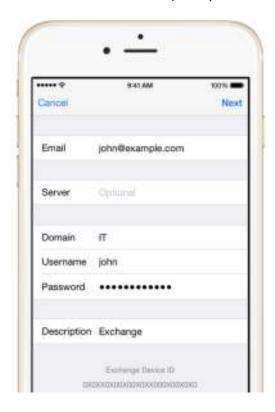
## **Connect to the Exchange Server**

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).