

Exchange Email Setup - IOS (Iphone-Ipad)

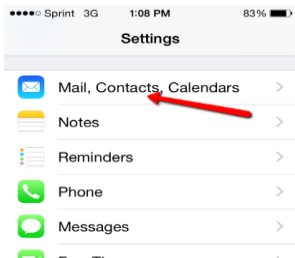
Email Settings

Server:
Domain:
SSL Certificate : Yes/No

1. Go to **System Settings** either from your main menu or a home screen shortcut.



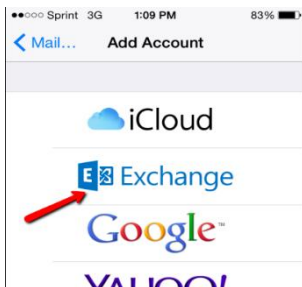
2. Scroll through settings and select **Mail, Contacts, Calendars**.



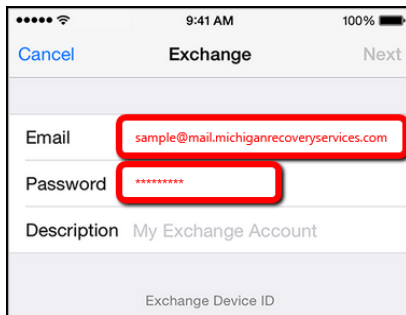
3. Tap **Add Account**.



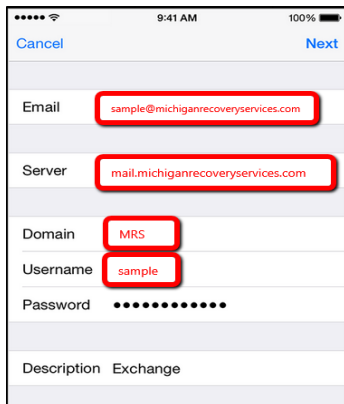
4. Tap **Exchange**.



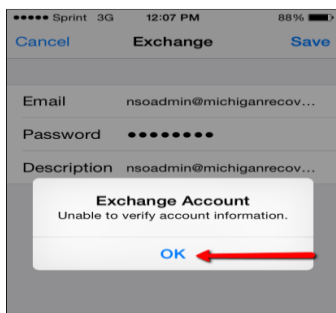
5. Enter your **Email Address** and **Password**. Entering an account description is optional.



6. Your iOS device will search for your Exchange Server.
You may be prompted to enter the **Server**, **Domain**, and **Username**.
Refer to your [Email Settings](#) at the beginning of this document.

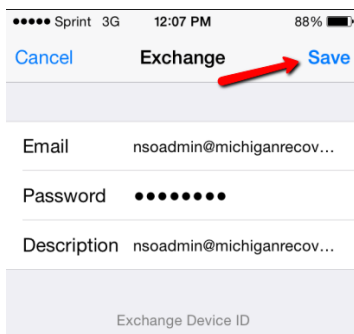


If you receive an **Exchange Account: Unable to verify account information error**, tap **OK**.

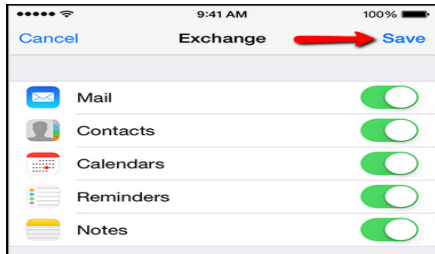


If not prompted to enter in additional information, tap **Save** and continue with the process.

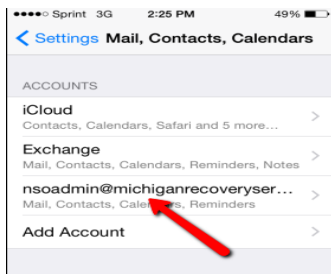
(You will need to manually enter the account information during **Steps 8 through 10**)



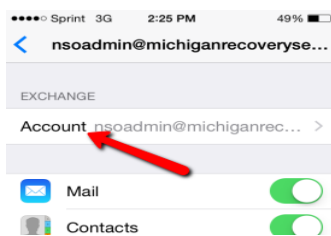
7. You can sync Mail, Contacts, Calendars, Reminders, and Notes. When you're finished, tap **Save**. Your account should be successfully setup if an error was not received in **Step 6**.



8. To edit the account settings refer to **Step 1** and **Step 2**, then tap the new email account.



9. Tap **Account** to edit the account settings.



10. Here you will be able to manually change the account settings.
(If an error was received at **Step 6**, this is where you will enter in the additional information)
When finished tap **Done** and the account will sync.

