

## Set up Exchange email on an Apple iPhone, iPad, or iPod Touch

If this is the first email account on your iPhone, tap Mail. Otherwise, tap Settings > Mail, Contacts, Calendars > Add Account.

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Tap Microsoft Exchange.

You don't need to type anything in the Domain box. Type the information requested in the Email, Username, and Password boxes. You need to type your full email address in the Email and Username boxes (for example, jdoe@students.fairmontstate.edu).

Tap "Next" or "Done" on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account.

If your iPhone can't find your settings, you'll need to manually look up your Exchange ActiveSync server name. If you're connecting to your Office 365 email, use outlook.office365.com for your server name. If you are not using Office 365, see Find your ActiveSync server name later in this article.

In the Server box, enter your server name, and then tap "Next".

Choose the type of information you want to synchronize between your account and your device, and then touch Save. By default, Mail, Contacts, and Calendar information are synchronized.

If you're prompted to create a passcode, tap Continue and type a numeric passcode. If you don't set up a passcode, you can't view your email account on your iPhone. You can set up a passcode later your iPhone settings.

### Find your Exchange ActiveSync server name

Sign in to your student email account.

In Outlook Web App, on the toolbar, click "settings" > Options > Account > my account > Settings for POP and IMAP access.

*Note: Although you're not setting up a POP3 account, you'll use this value to determine your Exchange ActiveSync server name.*

Under POP setting, look at the value for Server name.

If the Server name shows outlook.office365.com, your Office 365 account is on the latest version of Office 365 and you can use outlook.office365.com as your Exchange ActiveSync server name.

If the Server name value is in the format podxxxxx.outlook.com your Office 365 or other Exchange Online account is not yet on the latest version of Office 365, and you can use m.outlook.com as your Exchange ActiveSync server name.