

How to Configure Microsoft Exchange / Email on the iPhone

In this document we will attempt to explain the steps required to configure your Apple iPhone with Microsoft Exchange. These setup steps require that you have a Microsoft Exchange server that is accessible from outside the organization. Please consult your systems administrator for server details.

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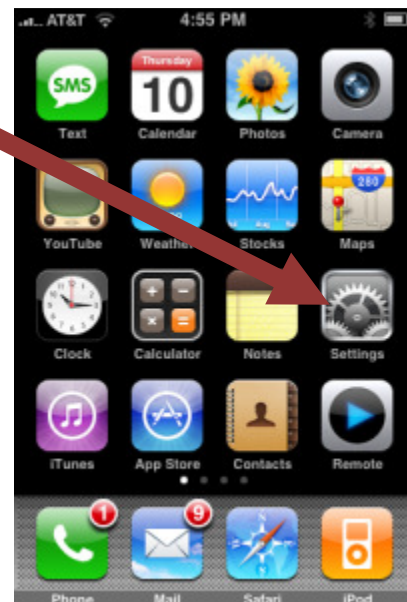
Required information you will need to know

(Your system administrator should be able to provide this information)

- Your username (normally same username as you use at the office)
- Your password (normally same username as you use at the office)
- Your email server external name "example: mail.companyname.com"
- Does your server require SSL encryption

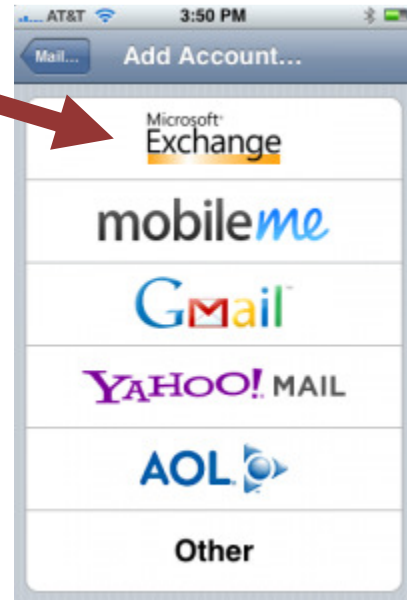
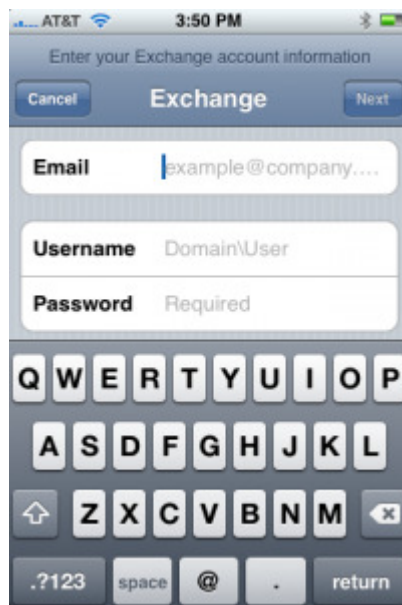
How to Steps

1. From the Home screen tap on the Settings icon
2. Tap on Mail, Contacts, Calendars
3. Tap on Add Account



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4. Tap on Microsoft Exchange
5. Enter your Email Address
6. Enter your Username
7. Enter your Password
8. Enter a Description (this will be shown later)
9. Tap on Next



10. Enter a Server Name
(this is the Exchange servers external name: Example:
mail.companyname.com)
11. Tap Next

Note: If your organization does not use SSL encryption the validation process may fail. This is ok, just press Next.

12. Tap Save
13. Select what you would like to Synchronize

Important Notice about Step 13: Please note; that if you choose to Synchronize Contacts and Calenders any items all ready saved or created on your phone will be deleted



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14. Tap Done

If your company does use SSL encryption then the following steps may not be required

- 15. Tap on the newly created mailbox
- 16. Tap on Account Info
- 17. Turn SSL to the off position

This completes the configuration of your iPhone with Microsoft Exchange. Remember that your systems administrator may have a wealth of other information for you when it comes to the proper configuration on your new phone and how it should operate.

Thank you for using our document, and enjoy the rest of your day.