iOS: Exchange ActiveSync Account Quick Setup Guide

Summary
This article explains how to quickly create an Exchange ActiveSync account on your iOS device.

Products Affected
iPhone, iPad, iPod touch

1. To add an Exchange account to your iOS device, tap Settings > Mail, Contacts, Calendars > Add Account > Microsoft Exchange.

2. On the next screen, enter your complete email address, domain, username, password, and a description (which may be anything you like). Ask your Exchange Server administrator if you are unsure of the domain. If you are unable to view your folder list, or are unable to send or receive email, leave the domain field blank.

![Exchange account setup screenshot]

- **Email**: email@company.com
- **Domain**: Optional
- **Username**: Required
- **Password**: Required
- **Description**: My Exchange Account

**Enter your full Westminster Email Address here.**

**Type Westminster-mo.edu here**

**Type your network username here (portion of email address before the @ symbol)**

**Type your network password here**

**Type a name here such as WCMail or WorkMail**
3. Your iOS device will now try to locate your Exchange Server using Microsoft's Autodiscovery service. If it cannot locate the server, you will see the screen below. Enter your front-end Exchange Server's complete address in the Server field. Contact your Exchange Server administrator if you are unsure of the address.

If you get this page, enter the following information below:

- **Email**: john@company.com
- **Server**: exchange.company.com
- **Domain**: IT
- **Username**: john
- **Password**: ********
- **Description**: john@company.com

Enter webmail10.westminster-mo.edu

Enter Westminster-mo.edu here

Enter your network username here

Enter your network password here

Enter a name for the account here such as WCMail or WorkMail

Your iOS device will try to create a secure (SSL) connection to your Exchange Server. If it cannot do this, it will try a non-SSL connection. To override the SSL setting, go into Settings > Mail, Contacts, Calendars, select your Exchange account, tap Account Info, then toggle the Use SSL slider.

After successfully making a connection to the Exchange Server, you may be prompted to change your device password to match whatever policies may have been set on your server.
4. Choose which type or types of data you would like to synchronize: Mail, Contacts, and Calendars. Note that by default, only three days’ worth of email is synchronized. To synchronize more, go into Settings, then Mail, Contacts, Calendars, select your Exchange account, and tap on Mail days to sync.

Note that after configuring an Exchange ActiveSync account, all existing contact and calendar information on the iOS device is overwritten. Additionally, iTunes no longer syncs contacts and calendars with your desktop computer. You can still sync your iOS device wirelessly with MobileMe services.

By selecting “ON” for these options, you’re asking your phone to synchronize them with your Westminster Exchange account. You will have the same Mail, Contacts and Calendar that you have on your Outlook client at work. By selecting “OFF” these options will not be Synchronized. Mail should always be “ON”