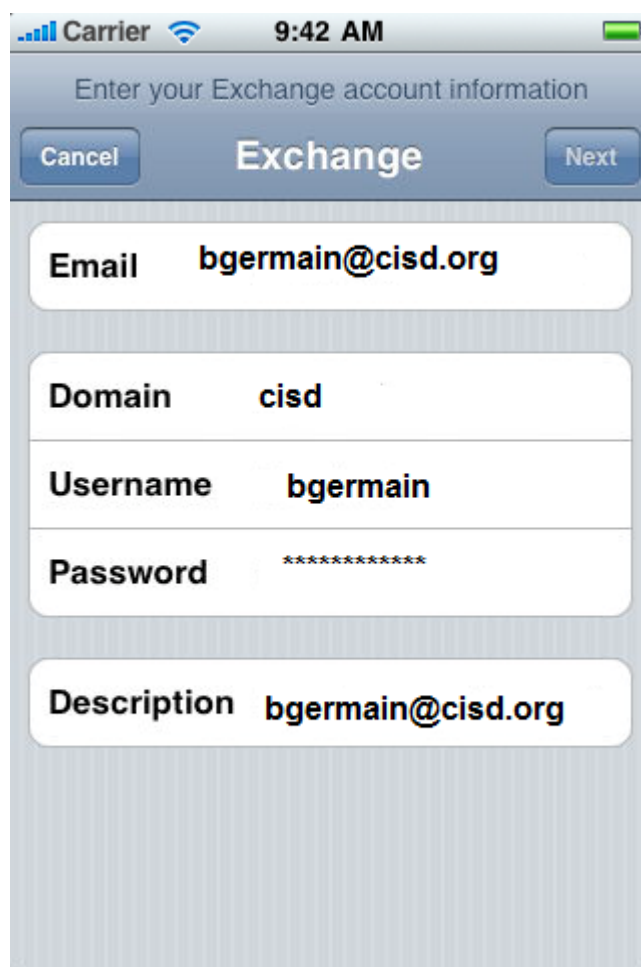


# iOS: Setting up Exchange ActiveSync

This article explains how to setup an Exchange ActiveSync account on your iPhone, iPad or iPod touch. Contact your Exchange Server administrator if you are unsure of any of the required information.

Follow these steps to setup your Exchange ActiveSync account your iOS device:

1. Tap **Settings > Mail, Contacts, Calendars > Add Account > Microsoft Exchange**.
2. Enter the information in the fields below, then hit **Next**:



The screenshot shows the 'Exchange' account setup screen on an iOS device. The status bar at the top displays 'Carrier', signal strength, Wi-Fi, the time '9:42 AM', and battery level. The screen title is 'Exchange' with 'Cancel' and 'Next' buttons. The form contains the following fields:

Email	bgermain@cisd.org
Domain	cisd
Username	bgermain
Password	*****
Description	bgermain@cisd.org

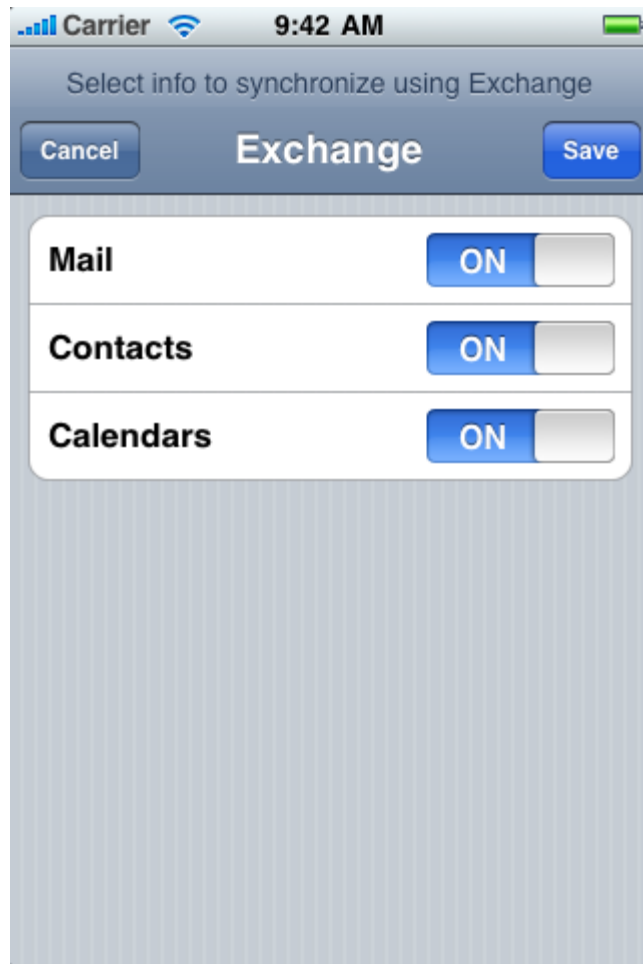
3. Your iOS device will now try to locate your Exchange Server. If necessary, you will need to enter your front-end Exchange Server's complete address in the **Server** field.



The screenshot shows the 'Exchange' account setup screen on an iPhone. The status bar at the top indicates 'Carrier', signal strength, Wi-Fi, and the time '9:42 AM'. The screen title is 'Enter your Exchange account information'. Below the title are 'Cancel' and 'Next' buttons. The main content area contains several input fields:

- Email:** bgermain@cisd.org
- Server:** webmail.cisd.org
- Domain:** cisd
- Username:** bgermain
- Password:** \*\*\*\*\*
- Description:** bgermain@cisd.org

4. Choose which content you would like to synchronize: Mail, Contacts, and Calendars. Tap **Save** when finished.



**Note:** To modify your exchange settings, Tap **Settings > Mail, Contacts, Calendars**, select your Exchange account, and tap **Account Info**.