

## How do I set up Microsoft Exchange e-mail on an Apple iPhone, iPad, or iPod Touch?

1. Tap **Settings > Mail, Contacts, Calendars > Add Account**.
2. Tap **Microsoft Exchange**.
3. You don't need to enter anything in the **Domain** box. Enter the information requested in the **Email**, **Username**, and **Password** boxes. You need to enter your full e-mail address in the **Email** and **Username** boxes (for example, jdoe@miles.edu).
4. Tap **Next** on the upper-right corner of the screen. Your iPhone will try to find the settings it needs to set up your account. Go to step 7 if your iPhone finds your settings.
5. If your iPhone can't find your settings, you'll need to manually look up your Exchange ActiveSync server name. For instructions for how to determine your Exchange ActiveSync server name, see the **Finding My Server Name** section below.
6. In the **Server** box, enter your server name, and then tap **Next**.
7. 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.

### **Caution:**

If you're prompted to create a passcode, tap **Continue** and enter a numeric passcode. If you don't set up a passcode, you can't view your e-mail account on your iPhone. You can set up a passcode later in iPhone Settings.

### **Finding My Server Name**

Follow these steps to determine your Exchange ActiveSync server name.

1. Sign in to your account using Outlook Web App. For help signing in, see [How to Sign In to Outlook Web App](#).
2. In Outlook Web App, click **Options > See All Options > Account > My Account > Settings for POP, IMAP, and SMTP access**.
3. Under **POP setting**, look at the value for **Server name**.

4. If the POP server name is in the format podxxxxx.outlook.com, consider the following:

- Your Exchange ActiveSync server name is **m.outlook.com** if your device is running Apple iOS 4.x or 5.x (for example, iPhone 3G, iPhone 3GS, GSM/CDMA iPhone 4, iPhone 4S, iPod Touch 2nd generation, iPod Touch 3rd generation, iPod Touch 4th generation, iPad, iPad 2, and iPad 3).

**Tip:**

If you cannot set up your account using **m.outlook.com**, try using the full server name listed under **POP setting** as your server name.

- Your Exchange ActiveSync Server name is the same as your POP server name if your device is running Apple iOS 3.x (for example, iPad and iPod Touch 1st generation).
5. If the POP server name includes your organization's name, for example, pop.contoso.com, your Exchange ActiveSync server name is the same as your Outlook Web App server name, without the /owa. For example, if the address you use to access Outlook Web App is https://mail.contoso.com/owa, your Exchange ActiveSync server name is **mail.contoso.com**.

**What else do I need to know?**

- If you're prompted to create a passcode and don't create one, you won't be able to send and receive e-mail.