



iOS Exchange Settings

*only one Exchange account can be configured per device.

* **Important:** When you configure a device to sync with Exchange, all existing calendar and contact information on the device is overwritten.

To add an Exchange account, select "Settings" then "Mail, Contacts, Calendars", then select "Add Account"

On the "Add Account..." screen select "Microsoft Exchange"



When you manually configure the device for Exchange, use this chart to identify the settings and information you enter:

FIELD	DESCRIPTION
Email	The Users complete email address
Username	The user name of the User's Exchange account. Enter it in the format <i>domain\username</i> . For Example: <u>pcf\smith_j</u>
Password	The password of the user's Exchange account
Description	A descriptive title that identifies this group of settings.
Server	The Exchange Server's address For Example: mail.wusm- pcf.wustl.edu

Apple iPhone and iPod touch support Microsoft's auto-discovery service, which uses your username and password to determine the address of the front-end Exchange server. If the server's address can't be determined, you'll be asked to enter it.



Next, the device offers to immediately sync with the Exchange server. If you choose not to sync at this time, you can turn on calendar and contact syncing later in **“Settings”** > **“Mail, Contacts, and Calendars”** By default, Exchange ActiveSync pushes new data to the device as it arrives on the server. If you prefer to fetch new data on a schedule or to only pull new data manually, use Settings > Fetch New Data to change the settings.



To change how many days' worth of data is synced to your device, go to **"Settings"** > **"Mail, Contacts, and Calendars"**.

The default setting is three days.

