Setting Up Your iPhone, iPad, & iPod With Microsoft Exchange 2010 E-Mail

The following article below will get your Microsoft Exchange 2010 mailbox setup on your device using the Activesync technology. Let's take a look at the following steps below:

1. First thing you'll want to do is from your home screen, tap the **Settings** icon on the iPhone.

2. After tapping your **Settings** icon, you'll Tap **Mail, Contacts, Calendars, Add Account** then **Microsoft Exchange**

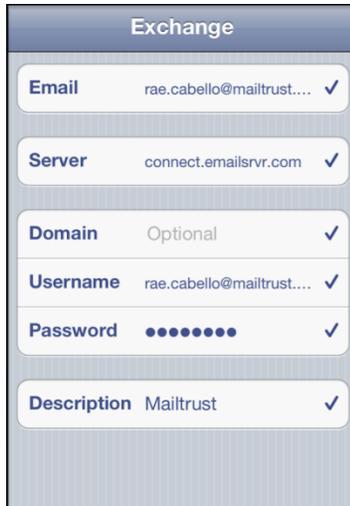
3. The Exchange setup screen will open; you'll then enter the following information:

- Email - Enter your entire email address (e.g., myname@mydomain.com), using all lowercase letters.

- Domain - leave this field empty. Or populate as instructed by administrator

- Username - Enter in your entire email address.

- Password - Enter in the password for your email account.

- Description - Enter a descriptive name for your account (e.g., My Work Account). This description will only be visible to you.

4. Tap the **Next** button and the device will attempt to verify the account. You may receive an "Unable to Verify Certificate message," go ahead and Tap the **Accept** button.

5. The device will than continue verifying the account. Once complete, tap the **Server** field, and enter in "(**server name provided)**" minus the parenthesis.

6. Tap the **Next** button and the device will then try to create a secure (SSL) connection to your Exchange server. When connected, you'll see check marks along your settings to confirm that your account has been verified.

7. Tap the **ON/OFF** buttons to select which information to synchronize with the Exchange server and then tap the **Done** button when finished.

Note: Your iPhone may take a moment to sync all your information depending on how much you have on the Exchange server. To learn more about the mail settings on your device tap Settings from the home screen, then Mail, Contacts, & Calendars and then select your account. You'll be able to customize how much data you would like to sync from the server.