

# Setup Microsoft Exchange email

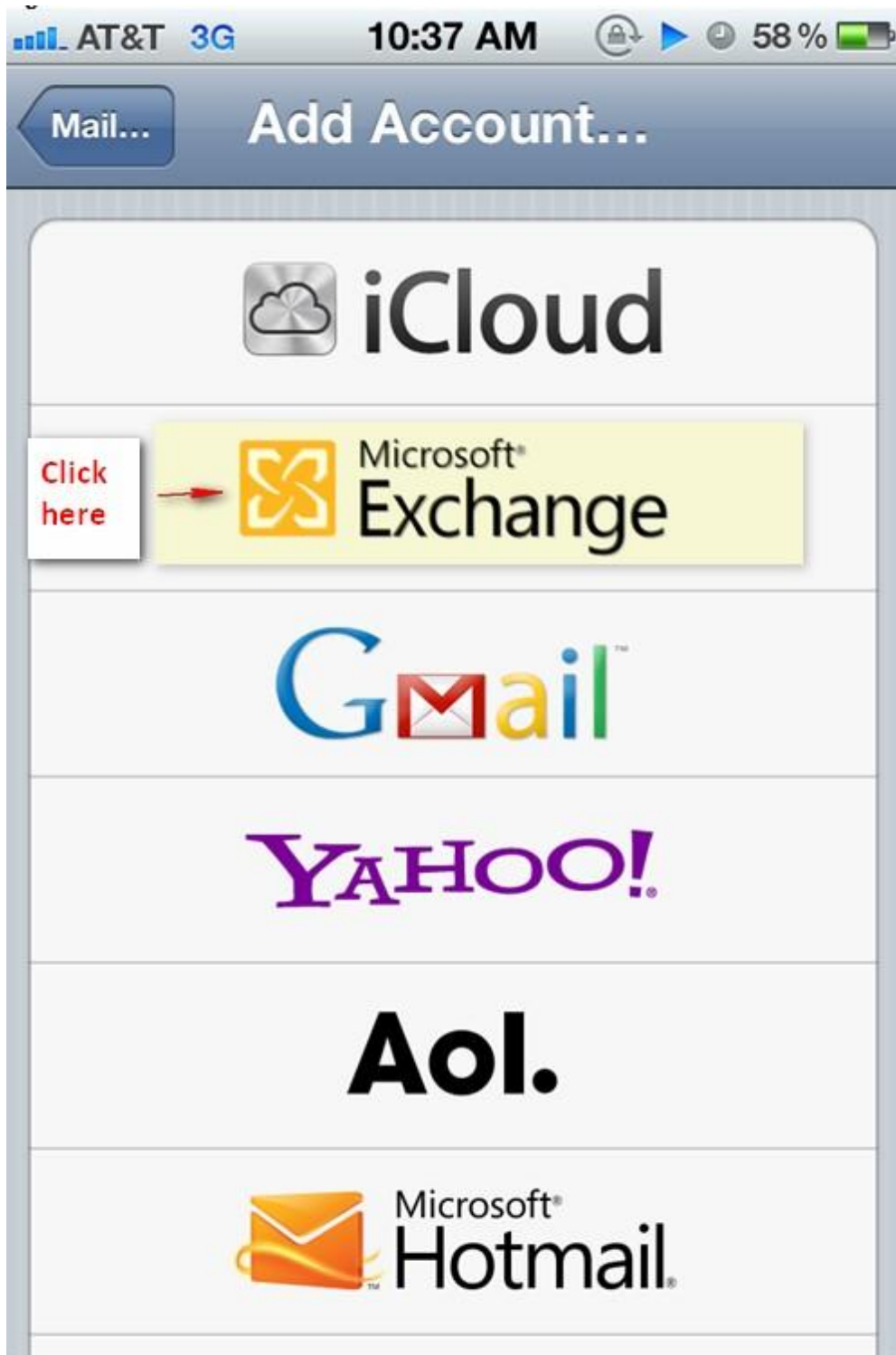
Hosted Microsoft Exchange email.

The setup in this section was run on an iPhone 4 with iOS 5.1, but it should work with all recent model iPhones, including the 3GS. The same steps will work if you want to connect your iPad to Office 365 as well.

Microsoft Exchange ActiveSync support is built into iOS, providing push email, calendar, and contacts. Here are the steps to setup ActiveSync on your iPhone so that you can connect to Office 365 and synchronize your email, calendar, and contacts data between your iPhone and Office 365 account.

1. Tap Settings | Mail, Contacts, Calendars | Add Account (see **Figure B**)

**Figure B**



**Add an email account.**

2. Tap Microsoft Exchange. Enter your full email address in the Email field, plus your Username and Password (see **Figure C**). Leave the Domain box blank.

Figure C

The screenshot shows the 'Exchange' setup screen on an iPhone. The status bar at the top indicates 'AT&T 3G' service, the time '10:38 AM', and a battery level of '58%'. The screen features a blue header with 'Cancel', 'Exchange', and 'Next' buttons. Below the header are five input fields with labels and placeholder text:

- Email**: Username@jccal.org
- Domain**: Optional
- Username**: username@jccal.org
- Password**: password same as login
- Description**: name this what you want to ie work, jccal, jeffco etc...

Enter your email address, username, and password.

3. Enter the Exchange Server setup information (provided to you while getting access to Office 365 or from your IT staff), and then tap Next. Your iPhone will try to locate your Exchange Online Server.

If your iPhone can't locate the server, you'll need to enter your Office 365 Exchange Server's complete address in the Server field on the Account page (see **Figure D**).

**Figure D**



The screenshot shows the 'Account' settings page on an iPhone. The status bar at the top indicates AT&T service, 9:15 PM, and 41% battery. The page has a blue header with 'Cancel' and 'Done' buttons. The main content area has a light blue background with several input fields. The 'Email' field contains 'username@jccal.org'. The 'Server' field contains 'outlook.office365.com'. The 'Domain' field contains 'outlook.com'. The 'Username' field contains 'username@jccal.org'. The 'Password' field contains 'password'. The 'Description' field contains 'Office 365'. The 'Use SSL' toggle is turned 'ON'.

Field	Value
Email	username@jccal.org
Server	outlook.office365.com
Domain	outlook.com
Username	username@jccal.org
Password	password
Description	Office 365
Use SSL	ON

You may need to enter your Office 365 Exchange Server settings on the Account page.

4. Choose which content you would like to synchronize: your mail, contacts, and calendars. Tap Save when you have made your selections.

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