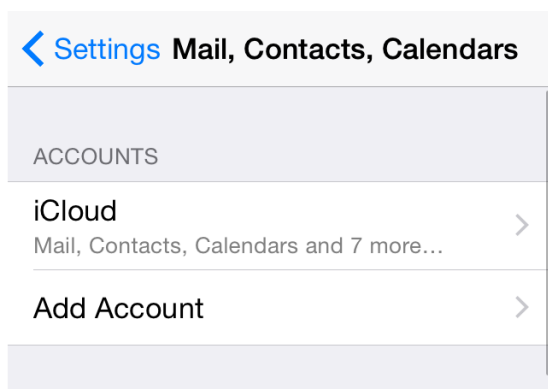


Set Up Your Faculty/Staff Email On Your iPhone Using Exchange

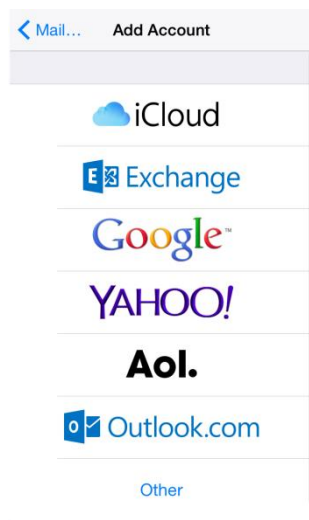
SET UP YOUR FACULTY/STAFF EMAIL ON YOUR IPHONE USING EXCHANGE

As a Faculty or Staff member, you can use Exchange ActiveSync to check your SU email on your iPhone using the built-in Mail app.

To begin, first open your Settings app and choose **Mail, Contacts, and Calendars** from the menu. Then scroll down and tap **Add Account**.




The "Add Account" window gives you various options to help you set up different types of mail. Tap **Exchange**.



It will pop up a window for some basic Exchange settings. Enter your **full email address** in the **Email** field and in the **Username** field. Enter your **password** in the **Password** field, and give it a **Description** (such as SU email). Tap **Next** to continue.

| | | |
|------------------------|---------------------|----------------------|
| Cancel | Exchange | Next |
| Email | email@company.com | |
| Password | Required | |
| Description | My Exchange Account | |





It may pause at a verifying screen for a short period, as shown below.

| | | |
|--|---------------------|--|
|  Verifying | | |
| Email | bawap@salisbury.edu | |
| Password | ●●●●●●●●●● | |
| Description | SU Email | |

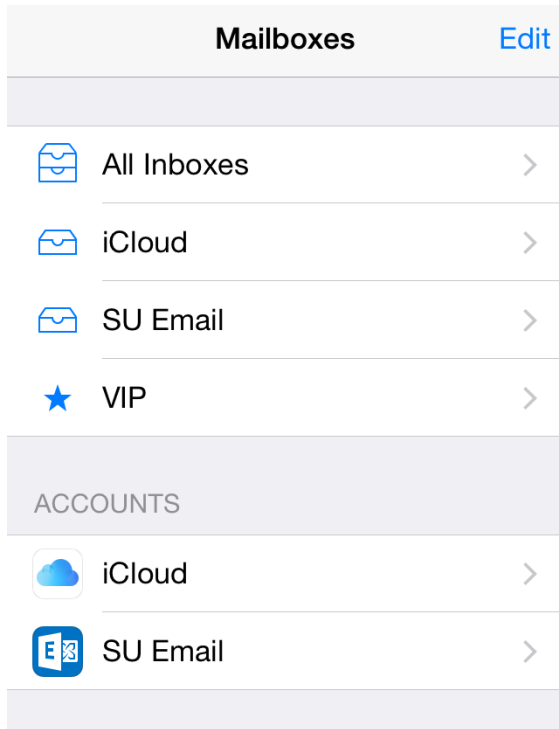
After it tries to verify it will pop up with new window, asking for a **Server**. Enter **webmail.salisbury.edu** for the **Server**. Enter **salisbury.edu** as the **Domain**. Click **Next**.

| | |
|-------------|-----------------------|
| Cancel | Next |
| Email | baearp@salisbury.edu |
| Server | webmail.salisbury.edu |
| Domain | salisbury.edu |
| Username | baearp@salisbury.edu |
| Password | ●●●●●●●● |
| Description | SU email |

It will then bring up a new window, giving you the option to turn on or off Mail, Contacts and Calendars. Choose what you want to sync with your mail program, and then tap **Save**.

| | | |
|---|-----------|-------------------------------------|
| Cancel | Exchange | Save |
|  | Mail | <input checked="" type="checkbox"/> |
|  | Contacts | <input checked="" type="checkbox"/> |
|  | Calendars | <input checked="" type="checkbox"/> |
|  | Reminders | <input checked="" type="checkbox"/> |

You can exit out of Settings now, and open up your Mail. After a short wait, it should begin to populate your mailbox. Your mailbox should show in your list of mailboxes, as shown below.



Note: In addition to your mail, the Mail settings can also Sync your Calendar and Contacts. You will need to open the Calendar and Contacts apps to view them. Also note that this is an Active Sync, meaning that when you make changes to your contacts, mail, or Calendar on your iPhone, it instantly syncs it with your Active Directory account. Deleting a contact on your iPhone, for example, will delete it from Outlook itself.

Also, note that if you choose to synchronize Contacts, it will only pull the contacts that you have in your Contacts list. It does not pull the AD (full campus) directory.

Lastly, remember that your password will expire every 90 days, and your device will not automatically update to the new password. You will have to change the passwords manually in your iPhone.