How To: Configure iPhone, iPod Touch or iPad Email

This document provides instructions for configuring an iPhone, iPod touch, or iPad for use with Microsoft Exchange-based email and calendaring.

Synchronization Choices

Carefully review this information before configuring Exchange on iPhone, iPod touch, or iPad. This information pertains to the instructions below.

- **Mail** - Select *Mail* to synchronize your Exchange email.

  - Allows you to send and receive Exchange email.
  - Allows you to send and receive Exchange meeting invitations.
  - Recommended for all Exchange users.

- **Contacts** - Select *Contacts* to synchronize your Exchange contact list.

  - Allows you to access your contacts in Exchange.
  - New contacts you create on iPhone, iPod touch, and iPad are synched with Exchange and are then available in Outlook, Entourage, and Outlook Web Access (OWA).
  - Recommended for some Exchange users. If you maintain an up-to-date list of contacts in Outlook, Entourage, or OWA and you want access to those contacts on your iPhone, iPod touch, or iPad, then you might want to sync contacts.
  - *Important:* When you set up Exchange on iPhone, iPod touch, or iPad, you may be asked if you would like to *Keep* or *Delete* the local contacts on your device. Unless you want the contacts on your device to be deleted and replaced with your contacts in Exchange, choose *Keep*.

- **Calendars** - Select *Calendars* to synchronize your Exchange calendar.
  - Allows you to access your Exchange calendar.
  - Allows you to create appointments on your Exchange calendar.
  - Allows you to create and receive meeting invitations on your Exchange calendar.
  - Recommended for all Exchange users.
  -

Important: When you set up Exchange on your iPhone, iPod touch, or iPad, you may be asked if you would like to *Keep* or *Delete* the local calendar on your device. Unless you want the calendar events on your device to be deleted and replaced with your Exchange calendar, choose *Keep*.

Configure Exchange on iPhone, iPod touch, and iPad

To set up iPhone, iPod touch, and iPad for Exchange, do the following:

1. Press *Settings > Mail, Contacts, Calendars > Add Account... > Microsoft Exchange*.
2. In the *Email Address:* field, enter your email address, e.g. **pgibbons@juhsd.net**
3. Enter the domain: JUHSD.NET
4. Enter your username and password.
5. Enter Exchange in the *Description* field.
6. Press *Next*.
7. You might get one or more messages:

   - If you receive the message, "Cannot Verify Server Identity," press *Continue*.
   - If you receive the message, "Unable to Verify Certificate," press *Accept*.

8. A field labeled *Server* will appear below *Email*.

   - Ensure MAIL2013.juhsd.net is configured in the *Server*field.

9. Press *Next*.
10. You may receive the message, "Unable to Verify Certificate," a second time. (This is normal.) If you get this message, press *Accept*.
11. You will now be asked what information you would like to synchronize between your iPhone and Exchange. You have three options: *Mail*, *Contacts*, *Calendar*. Refer to the information labeled, "Synchronization Choices," above. We recommend syching calendar and mail.
12. If you turn on *Contacts* or *Calendars*, then you will get a message that asks whether you would like to keep or delete the local data on your device.

   - Press *Keep* to keep the existing contacts or calendar events on your device. Your contacts or calendar events from Exchange will be added to your device.
   - Press *Delete* to permanently delete the contacts or calendar events on your device and replace them with with the contacts or calendar events in Exchange.

13. If you turned on *Contacts*, then you will get a message that warns you about duplicate entries.

   - Press *Keep* to continue. Contacts with identical names will be merged into a unified view. For example, if you have a local contact named "Jane Doe" on your device and a contact named "Jane

Doe" in Exchange, the information from both contacts will be merged into a unified view. If you do not want these two contact entries to be merged into a unified view, you can unlink them so that they appear as separate entries in Contacts on your device. • 　　Press *Cancel*to back out without making any changes.

14. Press *Save*

Your iPhone, iPod touch, or iPad is now configured for Exchange.

Please note: Your Exchange calendar and email might contain sensitive or personal data. We recommend setting a passcode lock for iPhone, iPod touch, and iPad. Refer to **iPhone, iPad, iPod touch: Understanding passcodes (http://support.apple.com/kb/HT4113)** for further information.

Advanced Options

If iPhone, iPod touch, or iPad is configured to synchronize Mail, it will retrieve email messages that are three days old (or newer). If configured to synchronize Calendars, it will retrieve calendar events that are one month old (or newer).

To synchronize email messages that are more than three days old, do the following:

1. Press the Home button.
2. Press *Settings > Mail, Contacts, Calendars*.
3. Under *Accounts*, select your Exchange account.
4. Press *Mail days to sync*.
5. Select how far back you would like to synchronize email messages. To retrieve all email in your Exchange mailbox, select *No Limit*. (Setting this preference item to No Limit is not recommended)

To synchronize calendar events that are more than one month old, do the following:

1. Press the Home button.
2. Press *Settings > Mail, Contacts, Calendars*.
3. Under *Calendar*, press *Sync*.
4. Select how far back you would like to synchronize calendar events. To retrieve all calendar events on your Exchange calendar, select *All Events*. (Setting this preference item to All Events is not recommended)