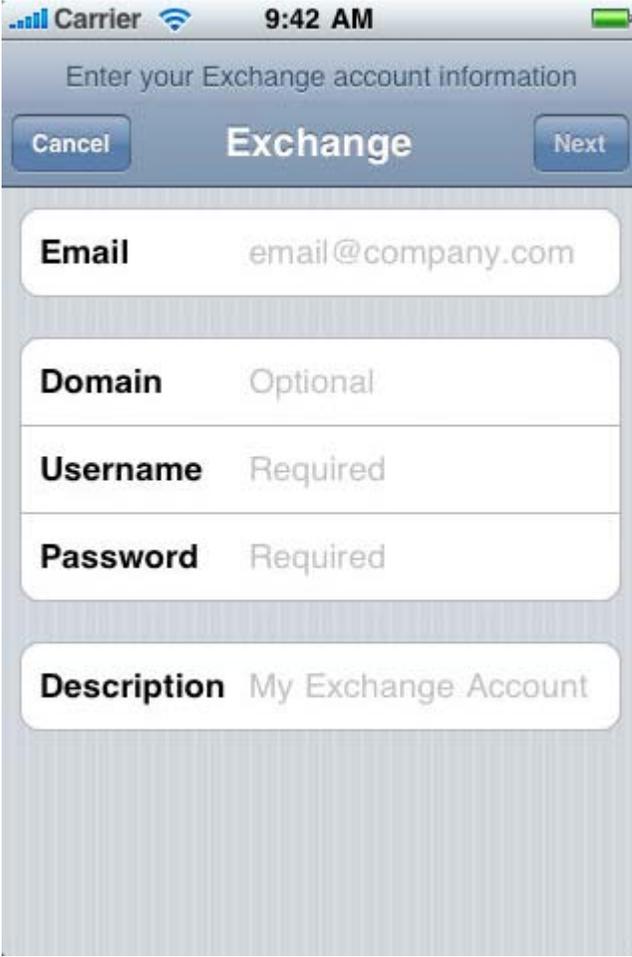


Installing Exchange Active Sync on an Apple Device (iPad, iPhone, iPod touch)¹

1. Tap **Settings > Mail, Contacts, Calendars > Add Account > Microsoft Exchange**.
2. Enter the information in the fields below, then hit **Next**:

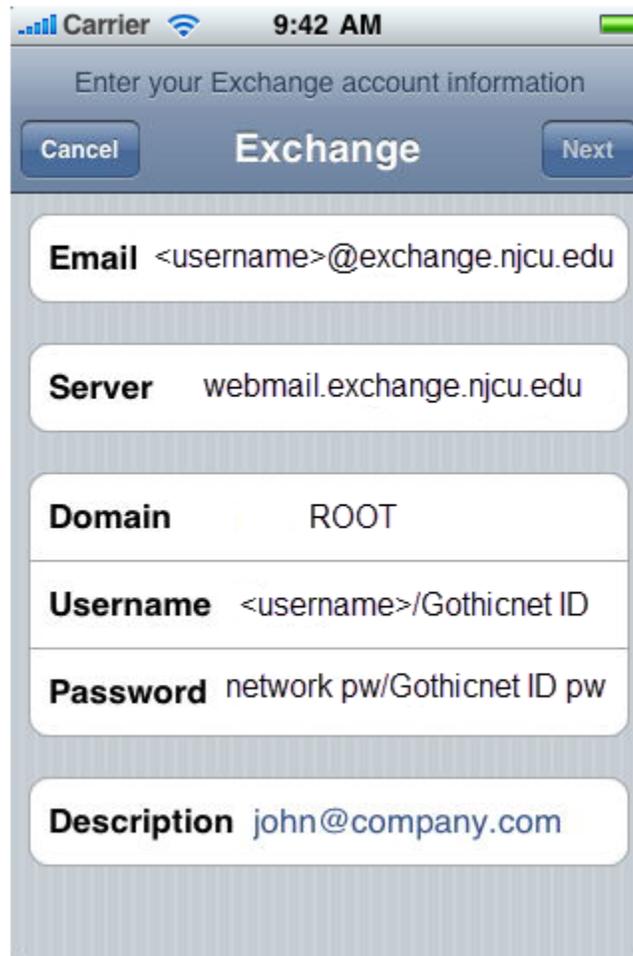


The screenshot shows the 'Exchange' account setup screen on an iPhone/iPad. The status bar at the top shows 'Carrier', signal strength, Wi-Fi, and the time '9:42 AM'. The screen title is 'Exchange'. Below the title are two buttons: 'Cancel' on the left and 'Next' on the right. The main content area contains five input fields:

Email	email@company.com
Domain	Optional
Username	Required
Password	Required
Description	My Exchange Account

¹ Retrieved March 23, 2012 from <http://support.apple.com/kb/HT2480> (Apple Inc. Knowledge Base). Image for step 3 edited to include NJCU specific information.

3. Your iOS device will now try to locate your Exchange Server. If necessary, you will need to enter your front-end Exchange Server's complete address in the **Server** field.



Carrier 9:42 AM

Enter your Exchange account information

Cancel Exchange Next

Email <username>@exchange.njcu.edu

Server webmail.exchange.njcu.edu

Domain ROOT

Username <username>/Gothicnet ID

Password network pw/Gothicnet ID pw

Description john@company.com

4. Choose which content you would like to synchronize: Mail, Contacts, and Calendars. Tap **Save** when finished.



Note: To modify your exchange settings, Tap **Settings** > **Mail, Contacts, Calendars**, select your Exchange account, and tap **Account Info**.