How to connect your iPhone to your SCUSD work e-mail

This article explains how to quickly create an Exchange ActiveSync account on your iPhone or iPod touch.

Products Affected

iPhone, iPod touch

1. To add an Exchange account to your iPhone or iPod touch, tap Settings, then Mail, Contacts, Calendars, then Add Account, then Microsoft Exchange.
2. On the next screen, enter your complete email address, domain, username, password, and a description (which may be anything you like).
3. Your iPhone (or iPod touch) will now try to locate your Exchange server using Microsoft's Autodiscovery service. If the server cannot be located, the screen below is shown. Enter your front-end Exchange server's complete address in the **Server** field.

![Exchange Server Information Screen]

Your iPhone or iPod touch will try to create a secure (SSL) connection to your Exchange server.
4. Choose which type(s) of data you would like to synchronize: Mail, Contacts, and Calendars. Note that by default, only 3 days' worth of email is synchronized. To synchronize more, go into Settings, then Mail, Contacts, Calendars, select your Exchange account, and tap on Mail days to sync.

Note that after configuring an Exchange ActiveSync account, all existing contact and calendar information on the iPhone or iPod touch is overwritten. Additionally, iTunes no longer syncs contacts and calendars with your desktop computer. You can still sync your iPhone or iPod touch wirelessly with MobileMe services.