How to connect your iPhone (iOS) to SCUSD Outlook Email

This article explains how to quickly create an Exchange account on your Apple iPad, iPhone or iPod Touch.

Connect to Wireless Network

To successfully setup the initial connection of your Apple iOS mobile device to the SCUSD Outlook Exchange Server, it is strongly recommended that you first connect to the SCUSD-WLAN wireless network.

Once you have successfully connected to SCUSD-WLAN, please follow the directions below.

1. To add an Exchange account to your iPad, 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 is anything you like).

3. Your iPhone (or iPad, iPod Touch) will now try to locate your Exchange server using Microsoft's AutoDiscovery service. If the server cannot be located, the screen on the left is shown. Enter your front-end Exchange server's complete address in the Server field.

Your iPad, 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:** After configuring an Exchange ActiveSync account, all existing contact and calendar information on the iPad, iPhone or iPod Touch is overwritten. Additionally, iTunes no longer syncs contacts and calendars with your desktop computer.

This concludes *How to connect your iPhone (iOS) to SCUSD Outlook Email*. For further assistance, please email the Technology Support Help Desk at support@scusd.edu or call us at 916-643-9445.