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Applies to: iPhone 3, iPhone 3GS, iPhone 4 & 4S

## Setting up an iPhone for use with Microsoft Exchange

**Prerequisites:** This article assumes the phone has already been connected and synchronized once with an iTunes account and all updates applied; the iPhone connects to the internet; the iPhone has a working sim-card installed.

From the iPhone, click **SETTINGS**

Scroll down to "**Mail, Contacts, Calendars**"

click **ADD ACCOUNT**

Select **MICROSOFT EXCHANGE**

Email: [enter the email address you want to receive on this phone]

Domain: [leave blank]

Username: [this is the username you use to logon to your office computer]  
*[please refer to IT Fingerprint or separate email]*

Password: [this is the password you use to logon to your office computer]  
*[please refer to IT Fingerprint or separate email]*

Description: delete the word exchange, and enter the same email address as above (this will make it easier to differentiate between other accounts you may want later)

**TIP: CUT AND PASTE EMAIL ADDRESS**

*To copy: if you click and hold over the top of the email address you have already entered, then click "select all" followed by "copy", you will then be able to paste the same address in the description box without having to retype.*

*to paste: position your cursor in the DESCRIPTION box, click and hold for 1 second. When you let go, the "paste" option will appear. Click paste.*

click **NEXT**

Your iPhone will switch to "**verifying**" [this may take up to 60 seconds]

When verification is complete a new box will appear called **SERVER**

In this box, enter your Server address :

**Server Address: [please refer to IT Fingerprint or separate email]**

Click **NEXT**

the following message will appear:

*"cannot verify server identity... would you like to continue anyway".*

Click **CONTINUE**

Provided you have entered the user credentials correctly, no further errors should appear.

Click the **SAVE** button.

#### **IMPORTANT NOTES**

1/ At this stage, the iPhone will prompt you to confirm what features of exchange you would like to see on the phone (ie. inbox, contacts, calendar etc). Please select these as appropriate.

2/ Your phone may also prompt you to enter a 4-digit lock code. Please enter a desired 4 digit code and keep a record safe (there is no way of us confirming this code as it will be stored only on the phone - so please be careful not to lose it).

If you experience any issues with iPhone setup, please call 01933 229133.