

Configuring iPhone or iPod touch for Exchange

Before You Begin

To configure Exchange on iPhone or iPod touch, it must be running at least software version 2.0.

Software version 2.0+ is installed through iTunes. The update is available at no cost for iPhone and may be purchased for iPod touch.

Synchronization Choices

Carefully review this information before configuring Exchange on iPhone or iPod touch. This information pertains to step 14 in the instructions, "Configure Exchange on iPhone or iPod touch," found below.

- x Mail r Select Mail to synchronize your Exchange email.
 - o Allows you to send and receive Exchange email.
 - o Allows you to receive Exchange meeting invitations.
 - o Recommended for all Exchange users.

- x Contacts r Select Contacts to synchronize your Exchange contact list.
 - o **Important: Synchronizing Contacts with Exchange will REMOVE all contacts currently on your iPhone or iPod Touch and replace them with your Exchange contact list.**
 - o Allows you to access your Exchange contact list. New contacts you create on your iPhone or iPod touch are synced with Exchange and are then available in Outlook.
 - o Allows you to search the Global Address List (GAL).
 - o We recommend caution. You should only sync your Exchange contact list if you use Outlook to manage phone numbers for people you will call (friends, family, etc.).

- x Calendars r Select Calendars to synchronize your Exchange calendar.
 - o **Important: Synchronizing Calendars with Exchange will REMOVE all calendar events currently on your iPhone or iPod touch and replace them with your Exchange calendar events.**
 - o Allows you to view your Exchange calendar.
 - o Allows you to create events (but not meeting requests) on your Exchange calendar.
 - o Recommended for all Exchange users.

Configure Exchange on iPhone or iPod touch

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

1. Press the Home button.
2. Press Settings > Mail, Contacts, Calendars > Add Accounts... > Microsoft Exchange
3. Enter your email address in the Email field.

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- o You email address:
 1. [UserID@annamaria.edu](#) Employee
 2. [UserID@amcats.edu](#) Students
- 4. Enter your UserID in the Username field.
 - o Enter only your UserID; do not include your domain.
- 5. Enter [AMCExchange](#) in the Description

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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