

Configuring iPhone or iPod touch for Exchange

Last updated: November 26th, 2009

Before You Begin

To ensure a problem-free configuration, please update your iPhone or iPod Touch to the latest version. For more information, refer to Apple's support article: [Updating and restoring iPhone and iPod touch software](#).

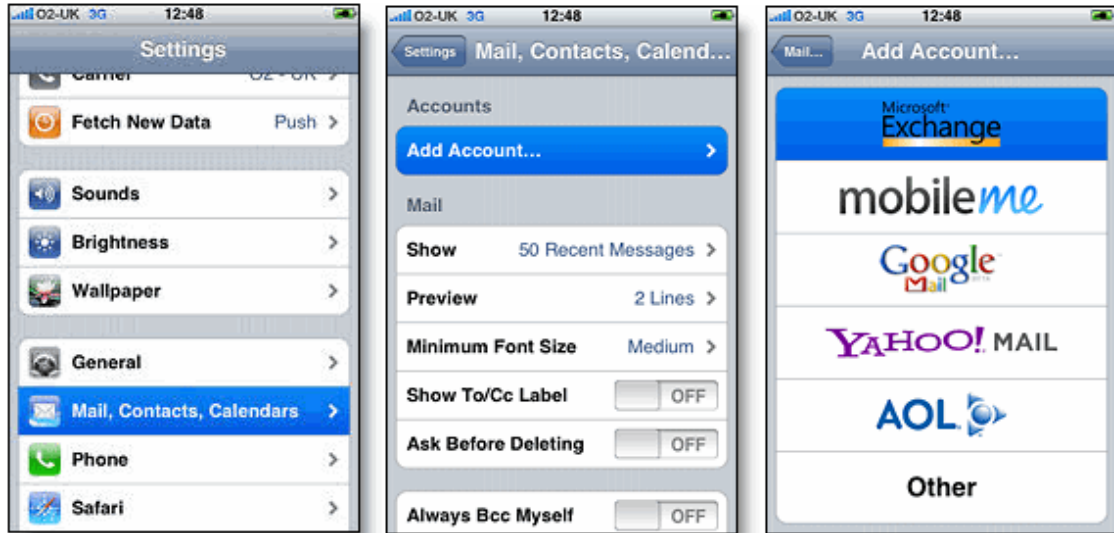
Synchronization Choices

Carefully review this information before configuring Exchange on iPhone or iPod touch. This information pertains to step 11 in the instructions, "Configure Exchange on iPhone or iPod touch," found below.

- **Mail** - Select *Mail* to synchronize your Exchange email.
 - Allows you to send and receive Exchange email.
 - Allows you to receive Exchange meeting invitations.
 - Recommended for all Exchange users.
- **Contacts** - Select *Contacts* to synchronize your Exchange contact list.
 - **Important: Synchronizing *Contacts* with Exchange will REMOVE all contacts currently on your iPhone or iPod Touch and replace them with your Exchange contact list.**
 - 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 and Entourage.
 - Allows you to search the Global Access List (GAL).
 - We recommend caution. You should only sync your Exchange contact list if you use Outlook or Entourage to manage phone numbers for people you will call (friends, family, etc.).
- **Calendars** - Select *Calendars* to synchronize your Exchange calendar.
 - **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.**
 - Allows you to view your Exchange calendar.
 - Allows you to create appointments and meetings on your Exchange calendar.

Configure Exchange on iPhone or iPod touch

1. Press the Home button.
2. Press *Settings > Mail, Contacts, Calendars > Add Accounts... > Microsoft Exchange*.



3. Enter your email address in the *Email* field.
Your email address is **<username>@edu.yorku.ca**
4. Enter your webmail username in the *Username* field.
Enter only your username;(e.g. jdoe)
5. Enter your webmail password in the *Password* field.



6. Press *Next*.

Information and Technology Services – Faculty of Education – York University
E-Mail – Configuring iPhone or iPod Touch for Exchange

7. iPhone should recognize the server automatically. If prompted to enter the server, enter the server name in the *Server* field and the domain name in the *Domain* field.

The server name is webmail.edu.yorku.ca

The domain name is **EDUC**

8. Press *Next*.

Choose which information to push to your iPod Touch/iPhone with. (e.g. Mail, Contacts, and Calendars)



9. Press *Next*.

Your iPhone or iPod touch is now configured for Exchange.

Your Exchange calendar and email might contain sensitive or personal data. We recommend setting a passcode lock for your iPhone or iPod touch.

Advanced Options

Show subfolders

- Settings
- Mail, Contacts, Calendars
- Select the account created
- Select "Mail Days to Sync"
- Choose <No Limits>
- Select "Mail Folders to Push"
- Check off all desired subfolders.