



## **iPhone/iPad**

### **ActiveSync Setup Guide**

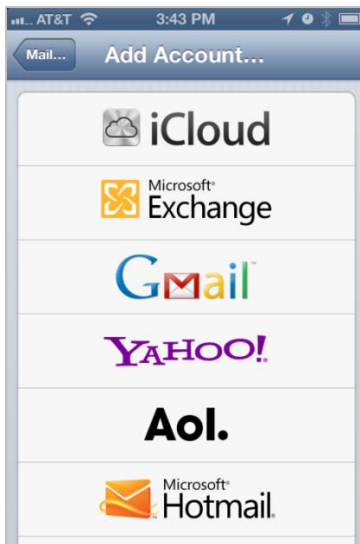
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ActiveSync setup is the same for iPhone and iPad.

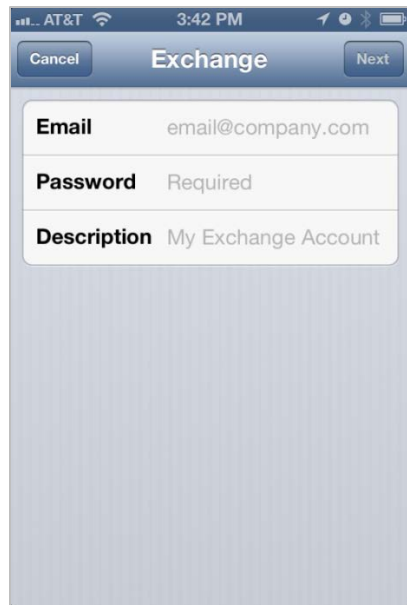
**NOTE:** Be aware that all new ActiveSync accounts may take up to 15 minutes to set up.

## ActiveSync Setup for iPhone/iPad

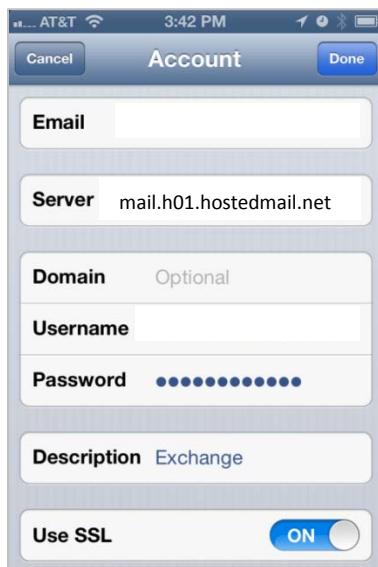
1. From the home screen select **Settings**, then **Mail, Contacts, Calendars**, then **Add Account**.
2. Select **Microsoft Exchange**.



3. Fill in the following fields:
  - a. **Email:** Your Exchange email address
  - b. **Domain:** Your domain name
  - c. **Username:** Enter your *Windows domain username*, found in the Control Panel under the mailbox you need to setup. Some devices have two separate fields for the domain and username information. If this is the case for your device, enter the first part in the **Domain** field and the second part (after the slash) in the **Username** field.
  - d. **Password:** Your Exchange password
  - e. **Description:** You can enter any information you would like in this field, it is just to differentiate it from other accounts you may have.
  - f. Select **[Next]**.  
ActiveSync will begin verifying account information.



- ActiveSync may fail during verification and ask you to fill in the **Server** field:  
**mail.h01.hostedmail.net**
- Select **[Next]**.



- Select the items you would like to sync with Exchange and then select **[Done]**.



You have now successfully configured ActiveSync on your iPhone.

## Other Important ActiveSync Options

- Set Schedule for receiving email: **Settings | Fetch New Data | Push (On/Off) | Fetch Schedule: 15, 30, Hourly, Manually.**  
“Push/On” = Push. Battery life is impacted the more often you receive email.
- Determine how much email is pulled into each folder: **Settings | Mail, Contacts, Calendars | Select Account | Mail Days to Sync** (Select the number of days of email to download →3 is the default).