

How to Configure Exchange 2013 on your Apple Mobile Device

UIS Service Desk

303-860-HELP (4357)

help@cu.edu



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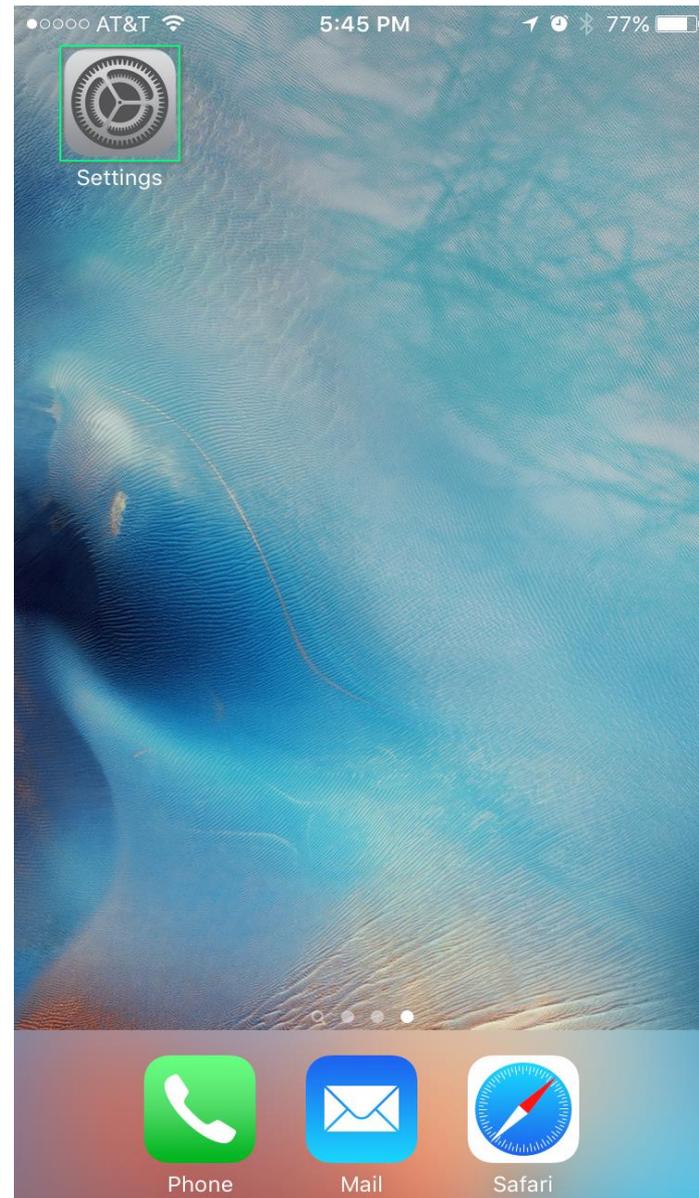
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Apple's mobile devices (iPhone, iPod Touch, and iPad) use ActiveSync to interact with System Administration's Exchange 2013 email service. With Exchange configured on your device you will be able to view and interact with your System Administration email, contacts and calendars.



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1. Tap **Settings**.

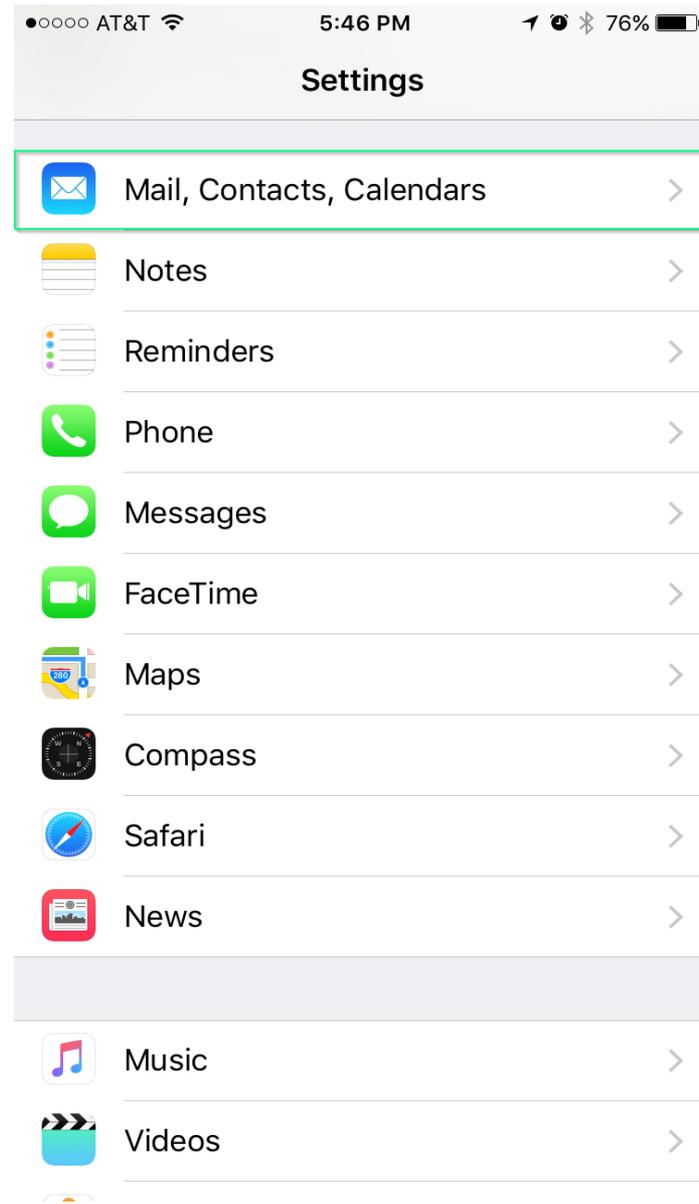


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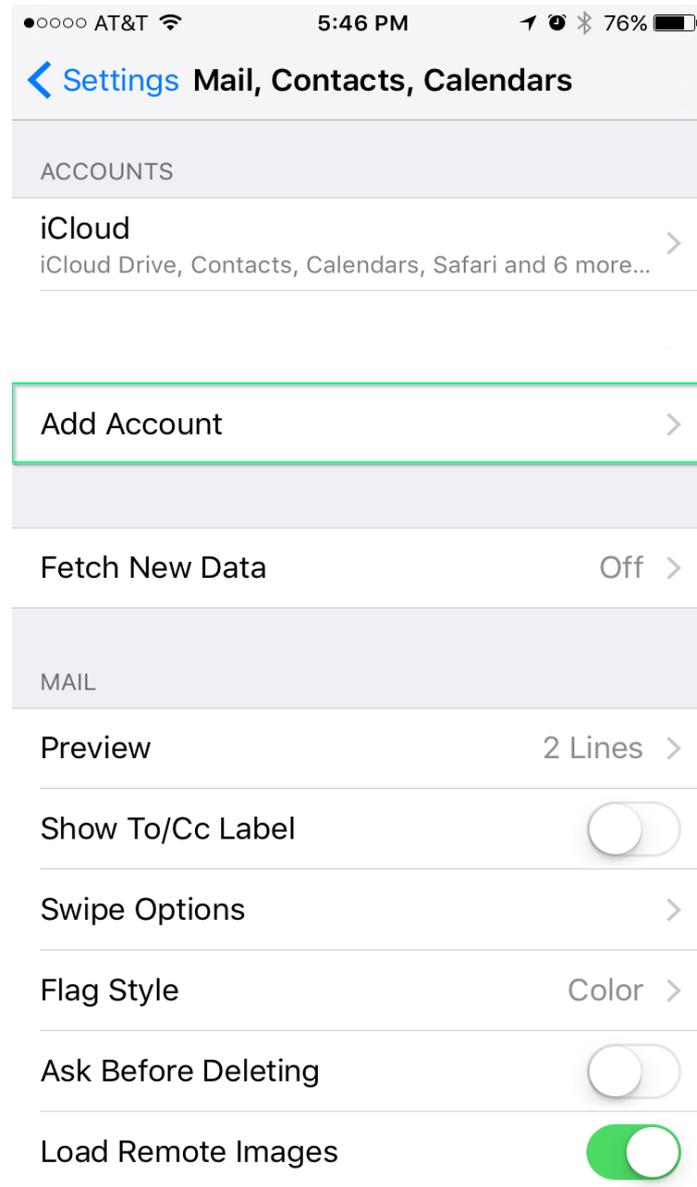
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2. Tap Mail, Contacts and Calendars.



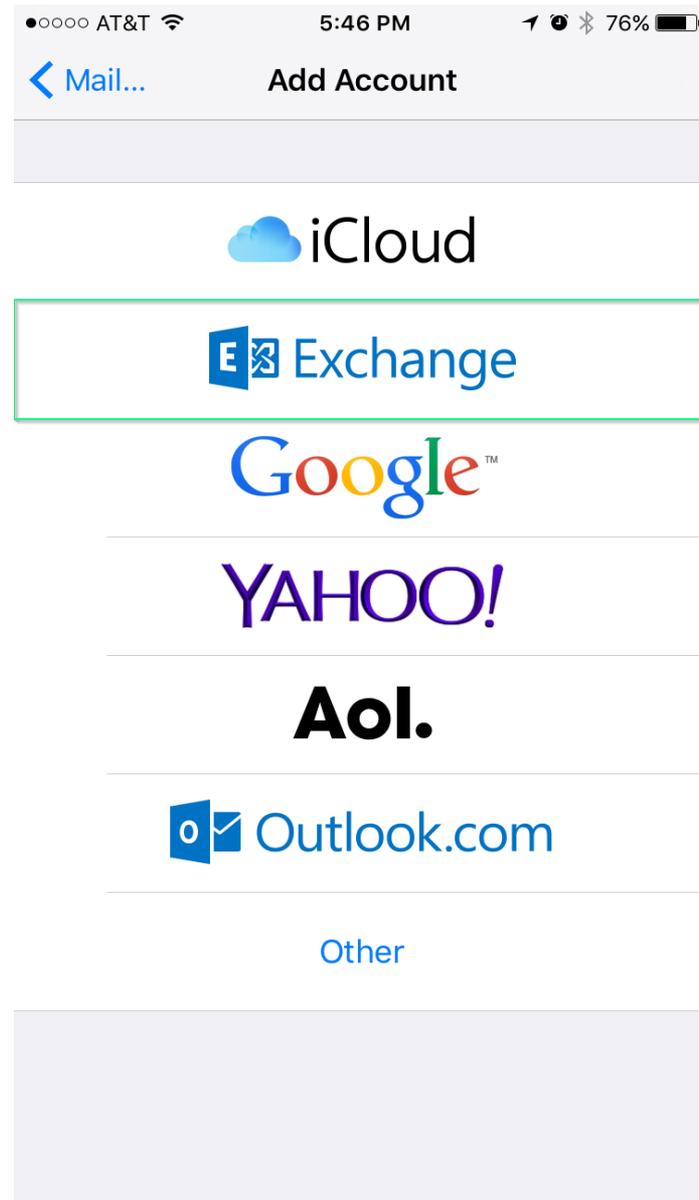
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3. Tap **Add Account**.



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4. Tap Exchange.



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5. You will need to enter all of your account information on this screen.

- In the **Email** field, enter your email address.
- In the **Password** field, enter your network password.
- In the **Description** field, enter a description for the account (e.g. 'System Exchange' or 'System Email').

Cancel Exchange Next

Email help@cu.edu

Password ●●●●●●●●

Description System Exchange

Exchange Device ID

“Exchange” Exchanges Exchanged

q w e r t y u i o p

a s d f g h j k l

↑ z x c v b n m ↵

123 🌐 🗣️ space return



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6. You will need to enter all of your account information on this screen.

- In the **Server** field, enter **exchange.cu.edu**
- In the **Domain** field, enter **ad.cu.edu**
- In the **Username** field, enter your network username
- The **Password** field will auto-populate from the previous step.

Tap **Next**. The Apple device will verify your mailbox settings with a series of check marks.

Cancel Next

Email	help@cu.edu
Server	exchange.cu.edu
Domain	ad.cu.edu
Username	help
Password	●●●●●●●●

Description System Exchange

“Exchange” Exchanges Exchanged

q w e r t y u i o p

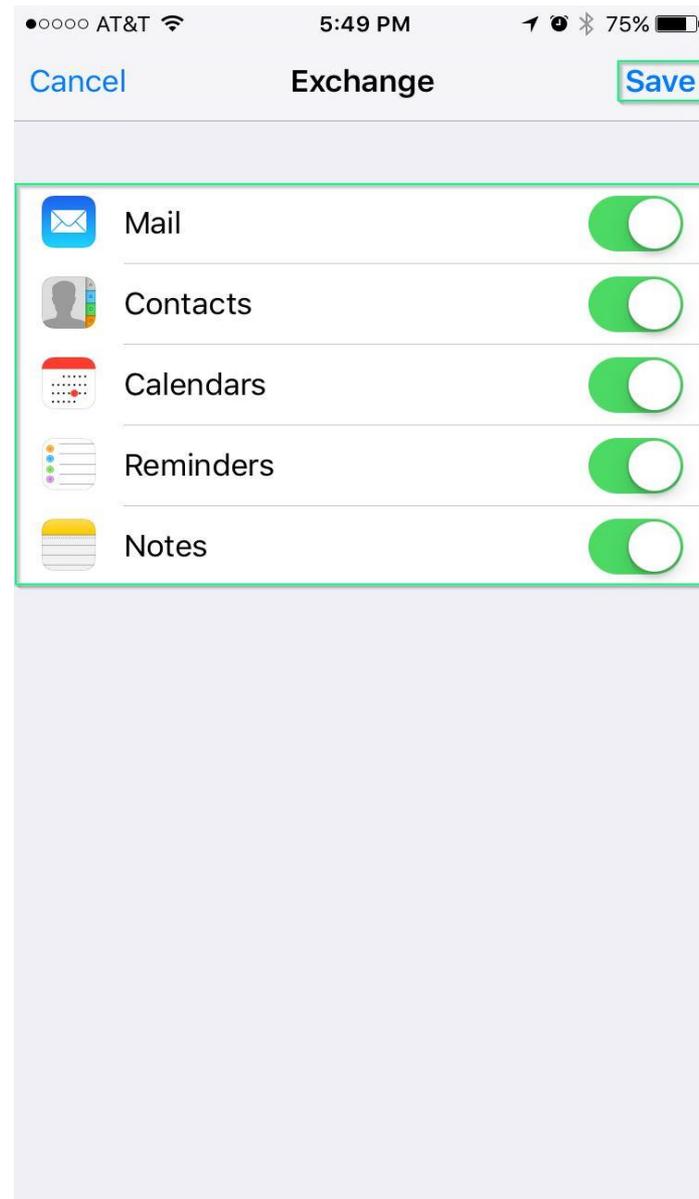
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7. Select the mailbox services you wish to sync on your device. When a service is selected, the toggle color will be green. Tap **Save** to continue.



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8. Your Exchange 2013 account has been configured and is now ready to use.

