How to Configure Exchange 2013 on your Apple Mobile Device

UIS Service Desk
303-860-HELP (4357)
help@cu.edu
How to Configure Exchange 2013 on your Apple Mobile Device

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.
How to Configure Exchange 2013 on your Apple Mobile Device

1. Tap Settings.
How to Configure Exchange 2013 on your Apple Mobile Device

2. Tap Mail, Contacts and Calendars.
How to Configure Exchange 2013 on your Apple Mobile Device

3. Tap Add Account.
How to Configure Exchange 2013 on your Apple Mobile Device

4. Tap Exchange.
How to Configure Exchange 2013 on your Apple Mobile Device

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’).
How to Configure Exchange 2013 on your Apple Mobile Device

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.
How to Configure Exchange 2013 on your Apple Mobile Device

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.
How to Configure Exchange 2013 on your Apple Mobile Device

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