1. To add an Exchange account to your Apple iOS device (iPhone, iPad, etc.), tap **Settings**, then **Mail, Contacts, Calendars**, then **Add Account**, then **Microsoft Exchange**. Note, you can configure only one Exchange account per device.

2. On the next screen, enter your complete email address, domain, username, password, and a description (which may be anything you like). See example below.
3. Your iPhone (or iPod touch) will now try to locate your Exchange server using Microsoft's Autodiscovery service. The server should be located automatically. If it is not, the screen below is shown. Enter postoffice.ucumberlands.edu into the server box as shown below.
4. Choose which type(s) of data you would like to synchronize: Mail, Contacts, and Calendars. Note that by default, only 3 days’ worth of email is synchronized. To synchronize more, go into Settings, then Mail, Contacts, Calendars, select your Exchange account, and tap on Mail days to sync.

Note that after configuring an Exchange ActiveSync account, all existing contact and calendar information on the iPhone or iPod touch is overwritten.