Setting Up Exchange Email on an iPhone/iPad/iPod Touch

Touch the Settings icon on your home screen, then scroll down and touch Mail, Contacts, Calendars.

Touch the Add Account... button, then select Exchange from the top of the list of mail options.

In the window that appears, fill in the following fields:

- **Email**: your full email address (e.g., jdoe@fairfield.edu)
- **Domain**: ffldu
- **Username**: your NetID (e.g., jdoe)
- **Password**: your NetID password
- **Description**: a description to identify this account in case you add a second mail connection (e.g., Fairfield mail, Exchange, etc.)

When all fields are filled in, touch the Next button in the upper right-hand corner of the screen.
After a few moment, another field will appear on the screen for the **Server** name. Touch this field to display the keyboard and enter the value **owa.fairfield.edu**, then touch the **Next** button.

Once you successfully make the connection to the mail server, you will see a screen with option to enable **Mail**, **Contacts**, and **Calendars**. By default these are all turned on, and they will be populated with the same information that exists in your desktop Outlook or Entourage mail account. You can, of course, turn any of these off if you choose.

Touch the **Save** button in the upper right-hand corner of the screen and, after the configuration is completed, you will be returned to the Settings screen. At this point you can press your home button and launch the **Mail** application to read access your University account.