

Outlook Exchange Setup Guide for iPhone

Setting up your new Outlook Exchange email account on your iPhone can be done in seven easy steps.

Step 1: Locate your **settings** icon on your phone and tap the icon to open it (figure 1).

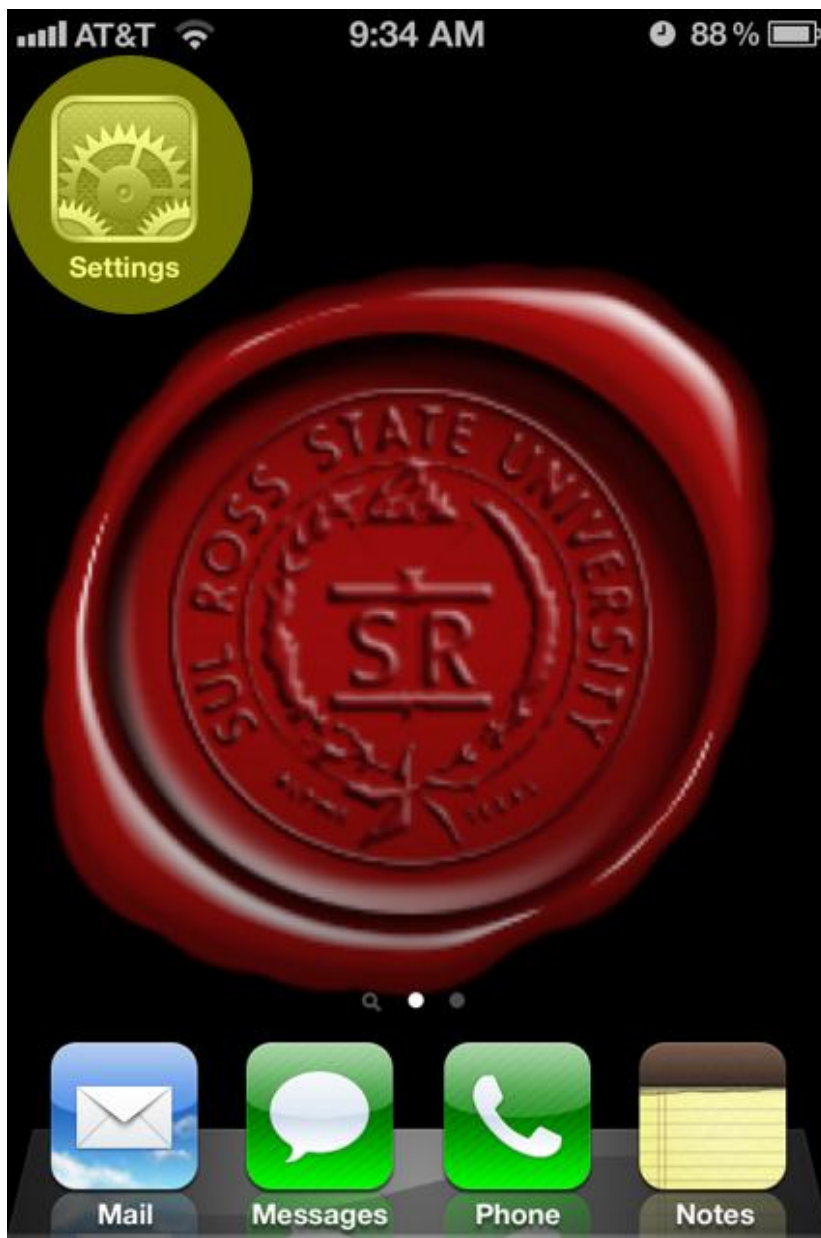


Figure 1

Step 2: In your settings panel, locate the “Mail, Contacts, and Calendars” row and tap to open it (figure 2).



Figure 2

Step 3: In your Mail, Contacts, and Calendars window, locate the “Add Account” row and tap to open it (figure 3).



Figure 3

Step 4: In the add account window, locate the **Microsoft Exchange** icon and text and tap to open it (figure 4).

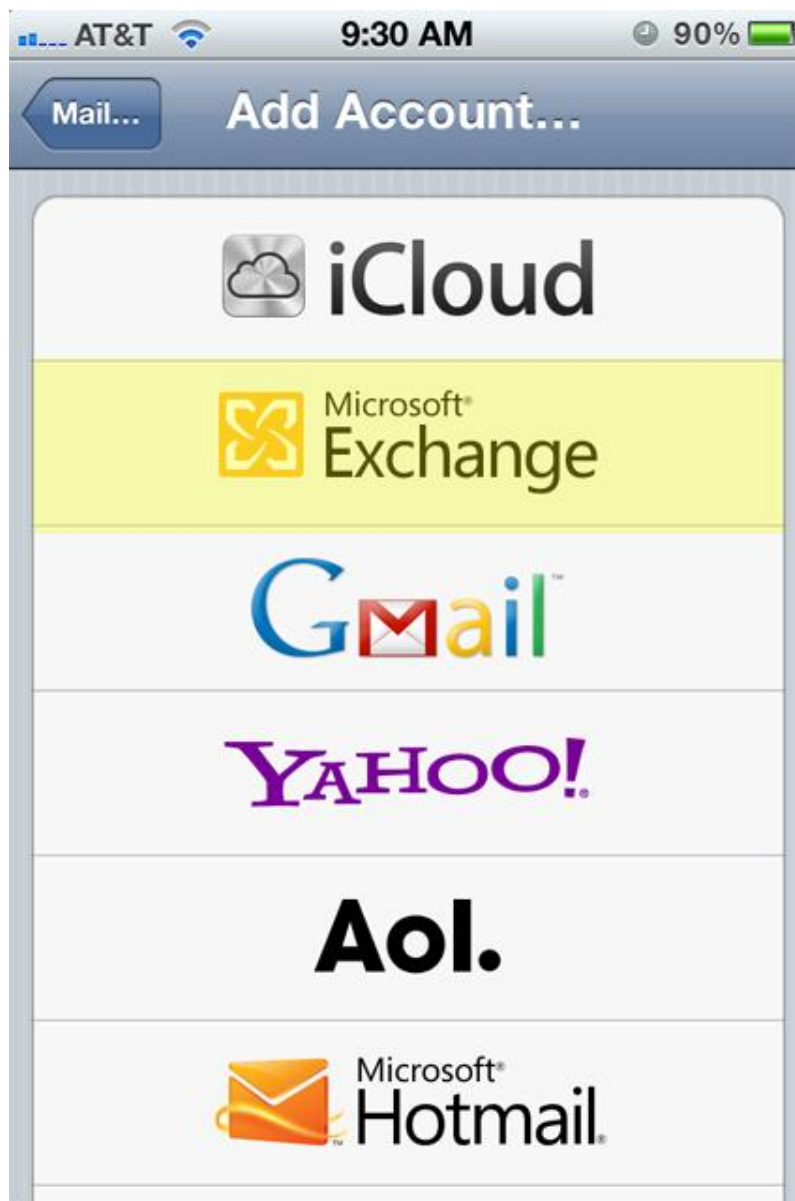


Figure 4

Step 5: Once Exchange is selected, you will see a window asking for your **email address, domain, username, and password**. Your email address is your **Sul Ross email address (jdoe@sulross.edu)**, the domain is **srsu.edu**, your username is your email address without the @sulross.edu (**jdoe**), and your password is the password you use to access your email. Once that information is entered, tap next, located at the top right of your screen, to advance to the next step (figure 5).

The screenshot displays the 'Exchange' account configuration interface on an iPhone. At the top, the status bar shows 'AT&T', the time '9:30 AM', and a battery level of '90%'. The title bar features the word 'Exchange' in the center, with 'Cancel' on the left and 'Next' on the right. Below the title bar, there are five input fields:

- Email:** email@company.com
- Domain:** srsu.edu (This field is highlighted in yellow)
- Username:** Required
- Password:** Required
- Description:** My Exchange Account

Figure 5

Step 6: Once you have completed step five, you will see an **account** window. All your information will have migrated over from the previous step, with one exception: **you will need to type *owa.sulross.edu* in the server field.** Tap done, once **owa.sulross.edu** has been entered in the server field (figure 6).

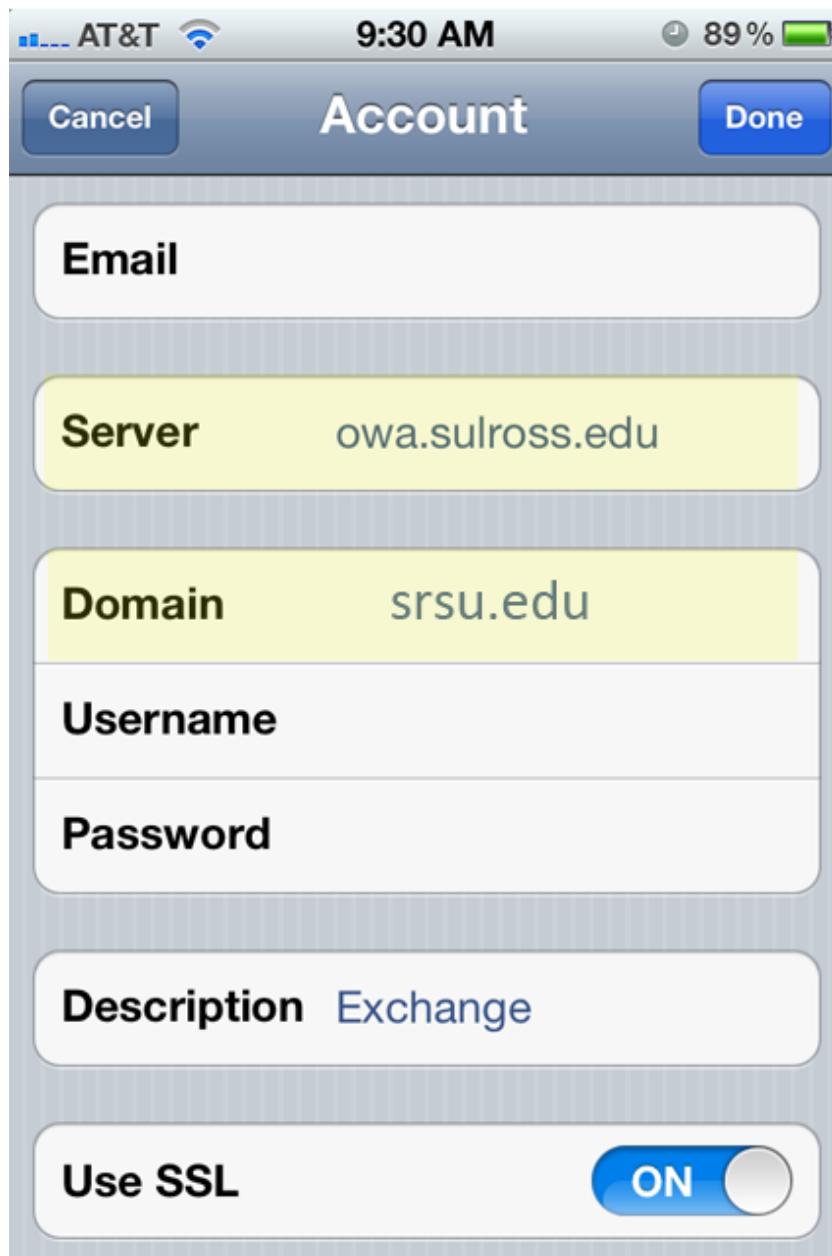


Figure 6

Step 7: The last step for setting up your exchange account is turning on which Microsoft Exchange features you want to have on your phone. Tap the save button to finish setting up your Microsoft Exchange account (figure 7).

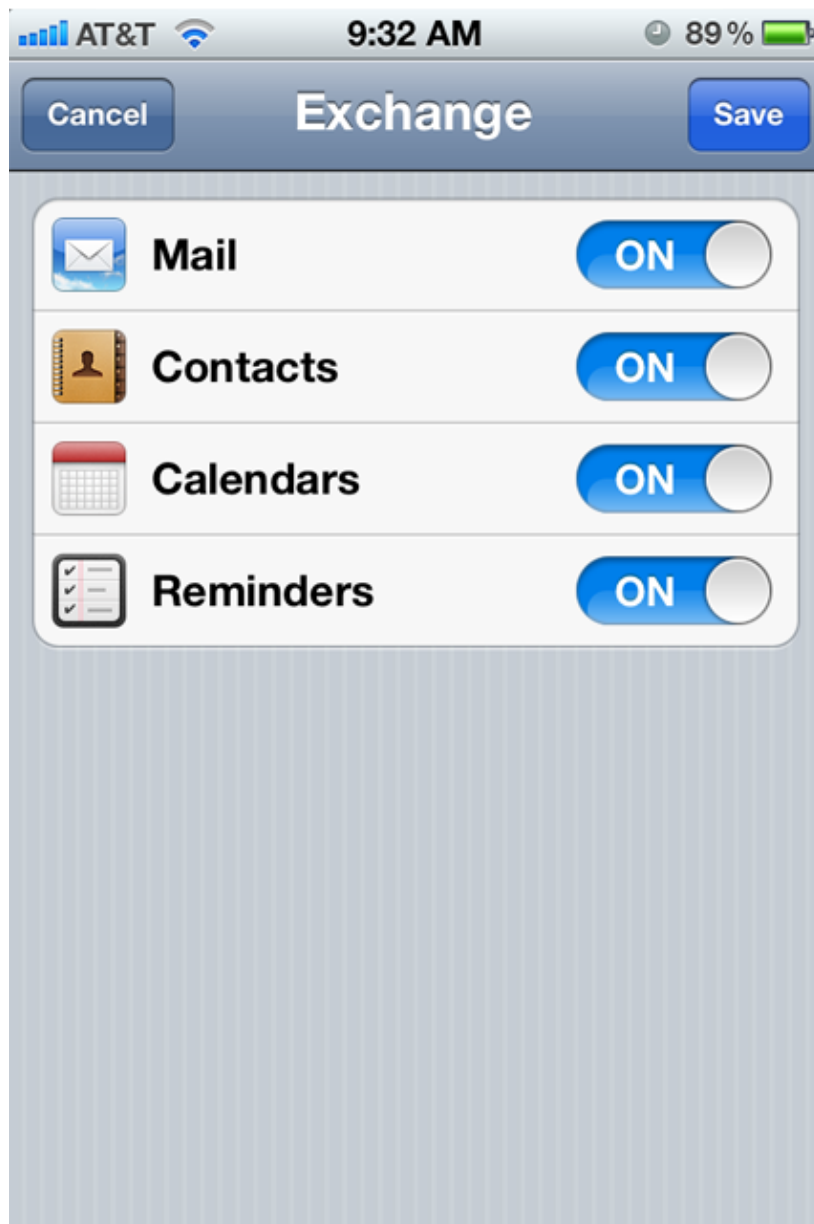


Figure 7