

## Set Up Microsoft Exchange E-Mail on an Apple iPhone, iPad, or iPod Touch

---

1. Tap **Settings > Mail, Contacts, Calendars > Add Account**.
2. Tap **Microsoft Exchange**.
3. You don't need to enter anything in the **Domain** box. Enter the information requested in the **Email**, **Username**, and **Password** boxes. You need to enter your full e-mail address in the **Email** and **Username** boxes (for example, susie@forsyth.k12.ga.us).
4. Tap **Next** on the upper-right corner of the screen. Your iPhone will try to find the settings it needs to set up your account. Go to step 6 if your iPhone finds your settings.
5. If your iPhone can't find your settings, you'll need to manually enter **Outlook.Forsyth.K12.ga.us** in the **Server** box, and then tap **Next**.
6. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. By default, Mail, Contacts, and Calendar information are synchronized.