Adding an Exchange account to your iPhone/iPod Touch

This document applies to those email accounts which are on the Exchange server, typically Faculty and Staff only.

1. Touch the "Settings" icon on your iPhone/iPod Touch/ iPad
2. Touch the "Mail, Contacts, Calendars" option.
3. Touch the "Add Account" option
4. Select "Microsoft Exchange" from the list.
5. The next screen will ask you for your email, username and password. Enter fit.edu in the domain field. Enter your @fit.edu email address. Your username and password will be your TRACKS information. Touch "Next" once these fields have been completed.
6. After the previous screen, you can see that a new field has appeared: "Server". Verify that is equals ex.fit.edu, if not enter ex.fit.edu. After typing this touch "Next".
7. The next screen is the final one, select here the services you would like to synchronize to your iPhone/iPod Touch. This is important especially if you are synchronizing the Contacts and Calendars across your Mac and iPad.

Note: If you use iCal and iCloud, if you turn on sync to exchange, it will not sync to iCal on your computer it will sync to the exchange calendar attached to your exchange account. Make sure when you are creating appointments through your iphone calendar you are selecting which calendar you want to update.

Unique solution ID: #1035
Author: Eric Donath
Last update: 2012-09-19 00:52