

This guide provides a step-by-step view for setting up an iPhone by covering the following:

Getting Started
Exchange Settings
Server Settings

Exchange Active Sync
Tips

Detailed Information

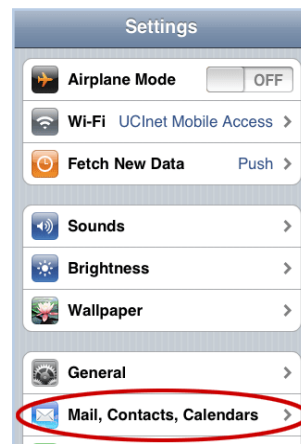
GETTING STARTED

Add Microsoft Exchange account by doing the following:

On iPhone, locate **Settings**



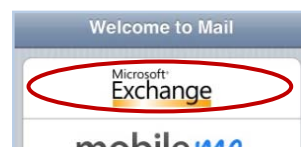
Select
Mail, Contacts, Calendars



Select
Add Account...



Select
Microsoft Exchange



EXCHANGE SETTINGS

Enter the following information:

Email - TX Wesleyan email address
(i.e., ztest@law.txwes.edu or ztest@txwes.edu depending on your work location)

Username - i.e., ztest

Password – account password

Description - name to identify the account
(i.e., Wesleyan Email)

Click Next

SERVER SETTING

If you receive the message **Unable to Verify Connection**, don't panic - simply click **Accept**. The iPhone will then contact the email server. The account setup screen appears again, but it now has a field entitled **Server**.

Enter the following information in the **Server** field:

owa.txwes.edu

Click Next

EXCHANGE ACTIVE SYNC

After account information is verified, an Exchange Active Sync screen will appear.

Match your iPhone settings to the following:

Mail - ON

Contacts – ON

Calendars - ON

Click Save

(After you click **Save**, your iPhone will begin downloading from Exchange Server)

TIPS

The iPhone is smart enough to remember email addresses of people whom you have emailed before or have received email from.

When creating a new email, simply start typing the first letter of the recipient's first name and the iPhone will begin dynamically searching your stored addresses to and will display its findings.

You can go back into **Settings**, select **Mail, Contacts, Calendars** to customize how and how much mail is delivered to you.

ADDITIONAL ASSISTANCE

Should you encounter any issues when setting up your iPhone, please contact the Technology HELP Desk to request assistance:

Technology HELP Desk: 817-531-4428