

Set up Exchange email 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 type anything in the Domain box. Type the information requested in the Email, Username, and Password boxes. Type your full email address (for example, jsmith@stgeorges.herts.sch.uk) in the Email and Username boxes.
4. Tap Next on the upper-right corner of the screen. Your mail program tries to find the settings it needs to set up your account
5. 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.