

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

## How do I set up Microsoft Exchange e-mail on an Apple iPhone, iPad, or iPod Touch?

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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** ([firstname.lastname@bchs.edu](mailto:firstname.lastname@bchs.edu)), **Username** ([s12345@bchs.edu](mailto:s12345@bchs.edu)), and **Password** boxes.
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 7 if your iPhone finds your settings.
5. If your iPhone can't find your settings, you'll need to manually look up your Exchange ActiveSync server name. For instructions for how to determine your Exchange ActiveSync server name, see the **Finding My Server Name** section below.
6. In the **Server** box, enter your server name ([m.outlook.com](http://m.outlook.com)), and then tap **Next**.
7. 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.

 **Caution:**

If you're prompted to create a passcode, tap **Continue** and enter a numeric passcode. If you don't set up a passcode, you can't view your e-mail account on your iPhone. You can set up a passcode later in iPhone Settings.

## What else do I need to know?

- If you're prompted to create a passcode and don't create one, you won't be able to send and receive e-mail.