# Setting up Your Email on an iPhone

These directions only work if Relational Systems hosts your email. If you use a different email provider, these instructions will not work.

These steps guide you through setting up your email server.

1. To add your Exchange account to your iPhone or iPad, tap **Settings**, then **Mail, Contacts, Calendars**, then **Add Account**, then **Microsoft Exchange**. Note: you can configure only one Exchange account per device.
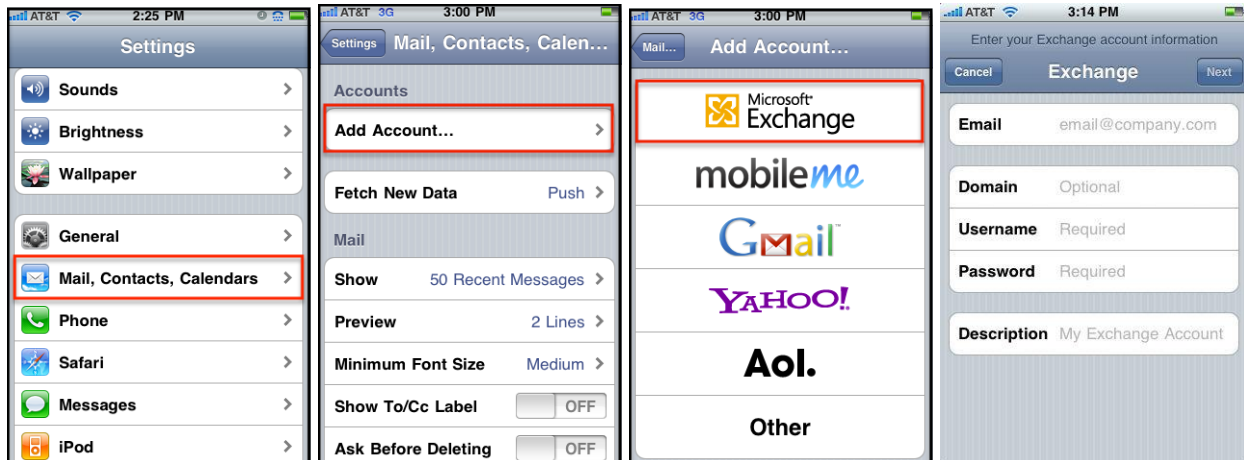
2. Now, enter your complete email address. Then, enter **AD.WinSearch.com** for the Domain, and your username. For the username, it is the 3 letter abbreviation of the company name, the first letter of your first name and then the last name. Then enter your password which is usually same password you use to connect to your remote session. Type a description then choose Next.
Passwords are case sensitive; other entries are not.

3. Your iPhone (or iPad) tries to locate your Exchange server using Microsoft's Autodiscovery service. When the "Unable to Verify Certificate" prompt appears, tap Accept.

4. Now, you have a Server entry below the email address entry. Enter **exchange.winsearch.com** as your front-end Exchange server's complete address in the Server field.

5. Choose Next. Your iPhone or iPad touch will create a secure (SSL) connection to your Exchange server.

6. Choose which type(s) of data you would like to synchronize. To synchronize more than the default 3 days of email, go into Settings, then Mail, Contacts, Calendars, select your Exchange account, and tap on Mail days to sync.

Note that after configuring an Exchange ActiveSync account, previously existing contact and calendar information on the iPhone or iPad touch is overwritten. Additionally, iTunes no longer syncs contacts and calendars with your desktop computer. You can still sync your iPhone or iPad touch wirelessly with MobileMe services.

Note: To have the contacts and calendar items you add on the phone
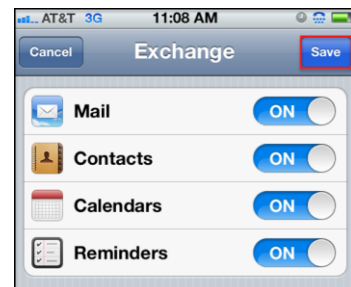
be added to your email account, under Mail, Contacts, Calendars, scroll down to under Calendars and choose Default Calendar then choose your Exchange account. For the contacts, scroll down to Contacts and choose Default Account and then your Exchange account.

If you have problems connecting, you may want to try the free ActiveSync Tester for iPhone application (see https://store.accessmylan.com/main/diagnostic-tools). It may identify issues with your connection.

If it connects but some of your information is not present, turn the phone off then turn it on again.