

Setting up your @NewRiver.edu account on your Apple iOS Devices

Summary

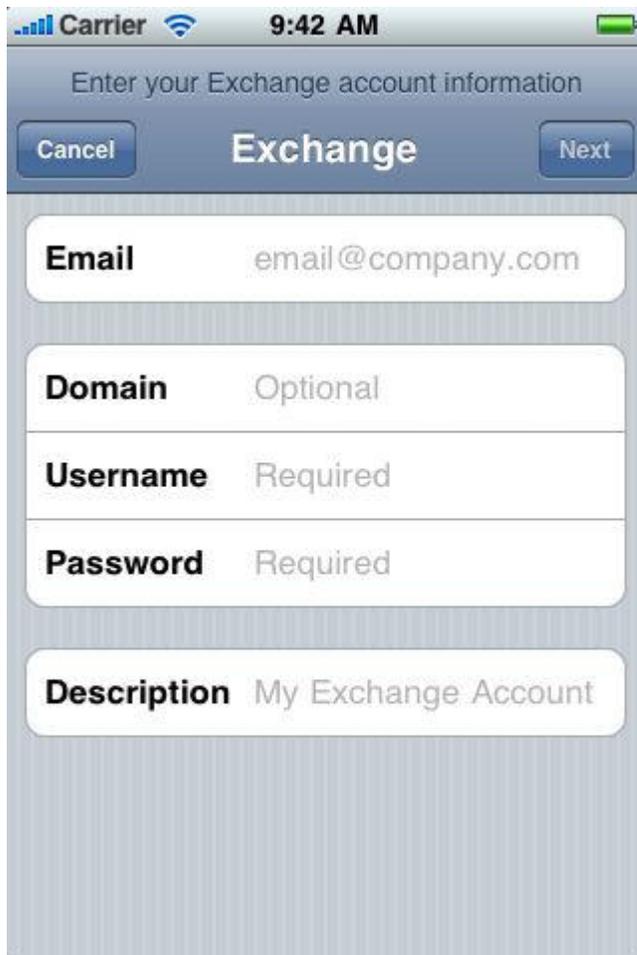
This article explains how to quickly create an Exchange ActiveSync account on your iOS device.

Products Affected

iPhone, iPad, iPod touch

Guide

1. To add an Exchange account to your iOS device, tap **Settings > Mail, Contacts, Calendars > Add Account > Microsoft Exchange**.
2. On the next screen, enter your
 1. Complete email address: **UserName@newriver.edu**
 2. Domain: **Leave Blank**
 3. Username: **Your Username**
 4. Password: **Your Password**
 5. Description (**which may be anything you like**)



Carrier 9:42 AM

Enter your Exchange account information

Cancel Exchange Next

Email email@company.com

Domain Optional

Username Required

Password Required

Description My Exchange Account

3. Your iOS device will now try to locate your Exchange Server using Microsoft's Autodiscovery service. If it cannot locate the server, you will see the screen below. Enter your front-end Exchange Server's complete address in the **Server** field. Contact your Exchange Server administrator if you are unsure of the address.

1. Complete email address: **UserName@newriver.edu**
2. Server: **mail.newriver.edu**
3. Domain: **newriver.edu**
4. Username: **Your Username**
5. Password: **Your Password**
6. Description (which may be anything you like)

The screenshot shows an iPhone screen with the title "Exchange" and a subtitle "Enter your Exchange account information". The screen has a "Cancel" button on the left and a "Next" button on the right. The fields are as follows:

Email	john@company.com
Server	exchange.company.c...
Domain	IT
Username	john
Password	●●●●●●●●
Description	john@company.com

Your iOS device will try to create a secure (SSL) connection to your Exchange Server. If it cannot do this, it will try a non-SSL connection. To override the SSL setting, go into **Settings > Mail, Contacts, Calendars**, select your Exchange account, tap **Account Info**, and then toggle the **Use SSL** slider.

After successfully making a connection to the Exchange Server, you may be prompted to change your device passcode to match whatever policies may have been set on your server.

4. Choose which type or types of data you would like to synchronize: Mail, Contacts, and Calendars. Note that by default, only three days' worth of email is synchronized. To synchronize more, 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, all existing contact and calendar information on the iOS device is overwritten. Additionally, iTunes no longer syncs contacts and calendars with your desktop computer. You can still sync your iOS device wirelessly with MobileMe services.

