

## How to Install Microsoft Exchange on iPhone, iPad, and iPod Touch

Please verify that you have Internet access before proceeding.

**Step 1 – Select the Settings Icon.**



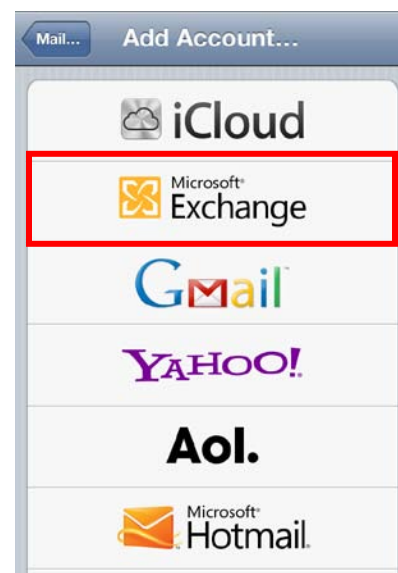
**Step 2 – Select the Mail, Contacts, Calendars option.**



**Step 3 – Select Add Account... under the Accounts section.**



**Step 4 – Select the Microsoft Exchange option.**



**Step 5** – On the new screen enter the following information:

- **Email** – QC E-mail Address
- **Server** – “mymail.qc.cuny.edu”
- **Domain** – QC (this field is optional)
- **Username** – QC Username (use shortname) – For example, “QC\jdoe” or “jdoe@qc.cuny.edu” *not* “john.doe@qc.cuny.edu”
- **Password** – Password for your QC E-mail Address.
- **Description** – Word or phrase to identify this email address

After completing all of the fields select **Next or Save** in the upper right hand corner.

*Note: If the Server criteria does not appear, enter the rest of the information and press Next, located in the upper right hand corner. After pressing Next the Server criteria field will appear.*

**Step 6** – On the new screen, select the items that will sink from your e-mail to your iProduct, and then press **Save**.

**Step 7** – Close the Settings window and open the Mail application. You should now see you newly added email as one of your options. Your e-mail set up has been successful.