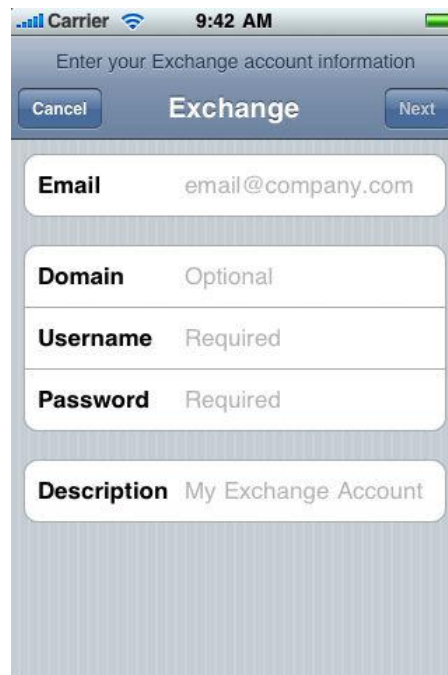


# MTI E-Mail on Apple iPhone or iPad

Follow these steps to setup your Exchange ActiveSync account your iOS device:

1. Tap **Settings > Mail, Contacts, Calendars > Add Account > Microsoft Exchange**.
2. Enter the information in the fields below, then hit **Next**:
  - A. Email: Your e-mail address
    - a. Example: [smith123@mitchelltech.edu](mailto:smith123@mitchelltech.edu)
  - B. Domain: AD.mitchelltech.edu
  - C. Username: Your username
    - a. Example: smith123
  - D. Password: Your Password



The screenshot shows the 'Exchange' account setup screen on an iPhone. At the top, the status bar shows 'Carrier', signal strength, Wi-Fi, and the time '9:42 AM'. Below the status bar, the title 'Exchange' is centered, with 'Cancel' and 'Next' buttons on either side. The main content area has the heading 'Enter your Exchange account information'. Below this, there are five input fields: 'Email' (with the placeholder 'email@company.com'), 'Domain' (with the placeholder 'Optional'), 'Username' (with the placeholder 'Required'), 'Password' (with the placeholder 'Required'), and 'Description' (with the placeholder 'My Exchange Account').

Your device will attempt to connect to the MTI mail server.

3. You will need to change the Server address to mail.mitchelltech.edu

Carrier 9:42 AM

Enter your Exchange account information

Cancel Exchange Next

Email john@company.com

Server exchange.company.c...

Domain IT

Username john

Password ●●●●●●●●

Description john@company.com

4. Choose which content you would like to synchronize: Mail, Contacts, and Calendars. Tap **Save** when finished.

Carrier 9:42 AM

Select info to synchronize using Exchange

Cancel Exchange Save

Mail ON

Contacts ON

Calendars ON