iPhone, iTouch, and iPad UC Exchange Setup Guide

Requirements: iPhone or iTouch Firmware version 2.0 or higher. If you do not have this version, please plug the iPhone or iTouch in your computer and update the firmware with iTunes.

1. At the home screen, click the “Settings” icon.

   Note: If you have not set up any mail accounts on your device yet, just click the “Mail” icon and skip down to the fourth step.

2. Tap on the “Mail, Contacts, Calendars” icon.
3. Tap on the “Add Account...” icon.

4. Select “Microsoft Exchange” for the account type.
5. Next, you will have to enter some information regarding you email account.

![Image of Exchange account information](image1)

6. Enter your full e-mail address (username@ucmail.uc.edu) in the “Email” field. In the “Domain” field, type in AD.

7. Enter your username in the “Username” field and then enter your e-mail password in the “Password” field.

   **Note:** If you just had your password reset by the helpdesk, please go to [www.uc.edu/pss](http://www.uc.edu/pss) to change the temporary password to a permanent password before entering it into your Apple device.

8. After you have entered all the information above, tap the “Next” button in the top right-hand corner to continue.

![Image of Verifying Exchange account information](image2)
9. If all the information was correct, a new field should appear in the Exchange Menu. This field is the “Server” field.

10. In the Server field, enter “ucmail.uc.edu” (without quotation marks) and tap “Next” in the top right-hand corner.
11. You should see a menu like the one below. This menu will give you the options to sync mail, contact, and calendars to your device. If you wish to do this, set the slider to “ON.” When you’re ready, tap “Done” and your setup is complete!

If you have any questions or issues with the device setup guide

Please contact our Help Desk at (513)556-Help (4357)