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Information Technologies

iPhone, iTouch, and iPad UConnect 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 into 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.
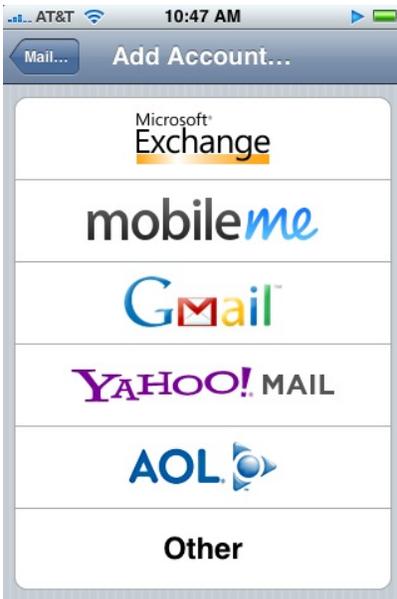

2. Next, click on the "**Mail, Contacts, Calendars**" icon.

3. Click the "**Add Account**…" icon.

4. Select "**Microsoft Exchange**" for the account type.

5. Now enter the following information in the Exchange account setup.

6. Enter your full e-mail address (*username*@mail.uc.edu) in the "**Email**" field and leave the Domain Field blank.

7. Next, enter your full e-mail address in the "**Username**" field and enter your e-mail password in the **"Password"** field.

    > **Note:** If you just had your password reset by the Help Desk, go to 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.

9. If all the information entered was correct, a new field should appear in the Exchange Menu. This field is the "**Server**" field.

10. In the **Server** field, enter "**outlook.com"** (without any quotation marks) and tap the "**Next**" button 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)