Steps on how to setup your iPhone to receive Exchange E-mail

1. On your iPhone tap on **Settings**

2. Once on **settings** tap on **Mail, Contacts, Calendars**
3. Select your account from the list

4. Tap **Delete Account** at the bottom of the screen
5. Tap **Delete** when asked to confirm the removal of the account

![Delete Account](image)

6. Click the Home button on your device

7. **On your iPhone tap Settings**

![Settings](image)

8. Once on **Settings tap Mail, Contacts, Calendars**

![Mail, Contacts, Calendars](image)
9. Within Mail, Contacts, Calendars you will see

Here tap on Add Account...

Tap on Microsoft Exchange
10. Once you tap on **Microsoft Exchange** you will see:

   ![Microsoft Exchange.png]

   - **Enter your Mercy College Email address** (jsmith@mercy.edu)
   - **Enter (Mercy) for Domain**
   - **Enter your Mercy College Username** (jsmith)
   - **Enter your Mercy College Email address** (jsmith@mercy.edu)
   - **Description** (My Exchange Account)
   - Here it’s optional it will default to Exchange

11. Tap on **Next** for the next screen. The information here should be automatically populated. If not then please use the settings outlined below.

   ![Account.png]

   - **Make sure that this is your mercy e-mail address**
   - **Enter Outlook.office365.com**
   - **Leave this section blank**
   - **Make sure that your email address is displayed**. jsmith@mercy.edu
   - **Password**
   - **Description** (Exchange)
   - **Use SSL** (ON)
12. Click on **Done**, the next screen will display the different ways to manage your Mercy.edu exchange account.

![Image of Exchange settings](image)

Here your Mercy.edu account is displayed (Jsmith@mercy.edu)

In this area you have the option to choose if you want the Mail only / Contacts / Calendars / Reminders

13. Now you are done setting your Mercy.edu exchange account. Click on the home bottom and check your e-mail tapping on the Mail icon.

![Image of Mail icon](image)

Mail