# Configuring iPhone or iPod touch for Exchange

**Before You Begin**
To configure Exchange on iPhone or iPod touch, it must be running at least software version 2.0.

Software version 2.0+ is installed through iTunes. The update is available at no cost for iPhone and may be purchased for iPod touch.

**Synchronization Choices**
Carefully review this information before configuring Exchange on iPhone or iPod touch. This information pertains to step 14 in the instructions, "Configure Exchange on iPhone or iPod touch," found below.

- **Mail** - Select *Mail* to synchronize your Exchange email.
  - Allows you to send and receive Exchange email.
  - Allows you to receive Exchange meeting invitations.
  - Recommended for all Exchange users.

- **Contacts** - Select *Contacts* to synchronize your Exchange contact list.
  - **Important: Synchronizing *Contacts* with Exchange will REMOVE all contacts currently on your iPhone or iPod Touch and replace them with your Exchange contact list.**
  - Allows you to access your Exchange contact list. New contacts you create on your iPhone or iPod touch are synced with Exchange and are then available in Outlook.
  - Allows you to search the Global Access List (GAL).
  - We recommend caution. You should only sync your Exchange contact list if you use Outlook to manage phone numbers for people you will call (friends, family, etc.).

- **Calendars** - Select *Calendars* to synchronize your Exchange calendar.
  - **Important:** Synchronizing *Calendars* with Exchange will REMOVE all calendar events currently on your iPhone or iPod touch and replace them with your Exchange calendar events.
  - Allows you to view your Exchange calendar.
  - Allows you to create events (but not meeting requests) on your Exchange calendar.
  - Recommended for all Exchange users.

**Configure Exchange on iPhone or iPod touch**
To set up iPhone or iPod touch for Exchange, do the following:

1. Press the Home button.
2. Press *Settings* > *Mail, Contacts, Calendars* > *Add Accounts...* > *Microsoft Exchange*.
3. Enter your email address in the *Email* field.

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- Your email address is:
  1. ***UserID*@annamaria.edu** - Employee
  2. ***UserID*@amcats.edu** - Students

4. Enter your UserID in the *Username* field.
   - Enter only your UserID; do not include your domain.
5. Enter **AMC Exchange** in the *Description* field (*You can change the title to whatever you would like)*.
6. Press *Next*.
7. You may receive the message, "Unable to Verify Certificate." (This is normal.)
8. Press *Accept*.
9. A field labeled *Server* will appear below *Email*.
10. Enter *webmail.annamaria.edu* into the *Server* field.
11. If asked for a Domain use one of the following options:
    - AMCEMP – Anna Maria Employee
    - AMCSTU – Anna Maria Student
12. Press *Next*.
13. You may receive the message, "Unable to Verify Certificate," a second time. (This is normal.)
14. Press *Accept*.
15. You will now be asked what information you would like to synchronize between your iPhone and Exchange. Refer to the information labeled, "Synchronization Choices," above. We recommend syncing calendar and mail.
16. You may receive another message stating "Unable to Verify Certificate". This is OK, press *Accept*.

Your iPhone or iPod touch is now configured for Exchange.

Your Exchange calendar and email might contain sensitive or personal data. We recommend setting a passcode lock for your iPhone or iPod touch.

**Advanced Options**

If iPhone or iPod touch is configured to synchronize Mail, it will retrieve email messages that are three days old (or newer). If configured to synchronize Calendars, it will retrieve calendar events that are one month old (or newer).

To synchronize email messages that are more than three days old, do the following:

1. Press the Home button.
2. Press *Settings* > *Mail, Contacts, Calendars*.
3. Under *Accounts*, select your AMC Exchange account.
4. Press *Mail days to sync*.
5. Select how far back you would like to synchronize email messages. To retrieve all email in your Exchange mailbox, select *No Limit*.

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To synchronize calendar events that are more than one month old, do the following:

1. Press the Home button.
2. Press *Settings* > *Mail, Contacts, Calendars*.
3. Under *Calendar*, press *Sync*.
4. Select how far back you would like to synchronize calendar events. To retrieve all calendar events on your Exchange calendar, select *All Events*.