Configuring Exchange Email Access On iOS

1. Click on the settings icon

2. Scroll down and select Mail, Contacts, Calendars
3. Select Add Account

4. Select Microsoft Exchange
5. Type in your information

6. Change the server to mymail.sfasu.edu*

NOTE: *If the Server field does not show up, try clicking next after filling out your information, then wait for the Server field to show up and replace “autodiscover.sfasu.edu” with “mymail.sfasu.edu”.
6. Once connected, you must select what you want information synced* to your iPhone. When finished selecting the synced items, press the home button on your device.

7. For future management or to change the synced settings simply select the Exchange button, in the Mail, Contacts, Calendars area of the Settings Menu.

NOTE: *Do keep in mind that if Contacts are synced, the entire Global Address List will be on your phone now.
8. To check your newly added exchange account mail simply click the Mail icon.

9. If you already have an email account setup you will need to hit the mailboxes tab on the upper left hand corner. Then select the Exchange tab to view your exchange emails.