Exchange Active Sync on Apple iPad

Follow these steps to setup your Exchange ActiveSync account on your iPad:

1. Tap Settings



2. Mail, Contacts, Calendars > Add Account



3. Microsoft Exchange.



4. Enter "Email Address", (e.g. <u>first.last@lehman.cuny.edu</u>), Enter "Password", then hit **Next**.



5. Enter "Email Address" : (e.g. first.last@lehman.cuny.edu),

Enter "Server": owa.lehman.cuny.edu

Enter "Domain": Ic

Enter Lehman Email Username and Password, then hit Next:

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General	Cancel	Exchange	Next		
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• FaceTime					
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6. Choose which content you would like to synchronize: **Mail**, **Contacts**, and **Calendars**. Tap **Save** when finished.

Note: To modify your exchange settings, Tap Settings > Mail, Contacts, Calendars, select your Exchange account, and tap Account Info. ***Please be advised that this document was prepared on iPad 2 ios 8

NOTE: Your emails should start flowing into your mail app once you have completed these steps. Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-1111 or <u>help.desk@Lehman.cuny.edu</u> if further assistance is needed.