

Setting Up Your iPhone, iPad, & iPod With Microsoft Exchange E-Mail at CCI Networks

The following article below will get your Microsoft Exchange mailbox setup on your iPhone:

*Note: Your device must be a **3G, 3Gs, 4G or LTE** and with a **4.0+ iOS**.*

Note: Before we get started, please be sure your administrator has purchased you an ActiveSync license and assigned to your email address. Also, if you already have an exchange profile it will need to be deleted prior to entering new exchange setup.

1. Tap the Settings icon on the iPhone

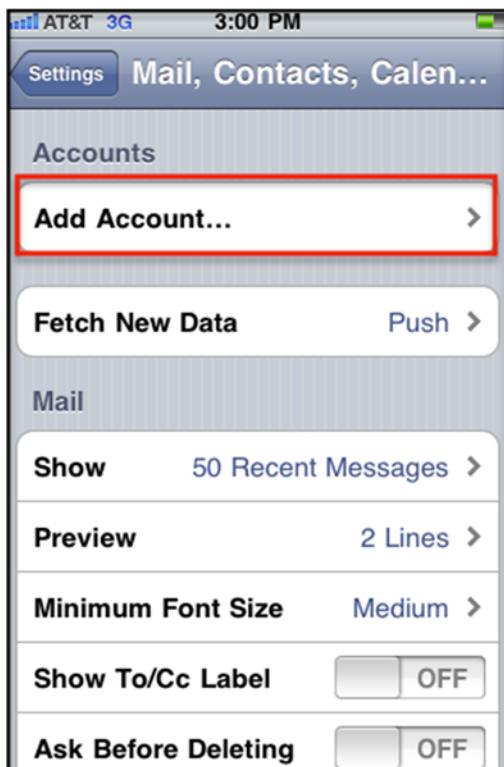


2. Next, tap **Mail, Contacts, and Calendars. Add Account** then **Microsoft Exchange**.

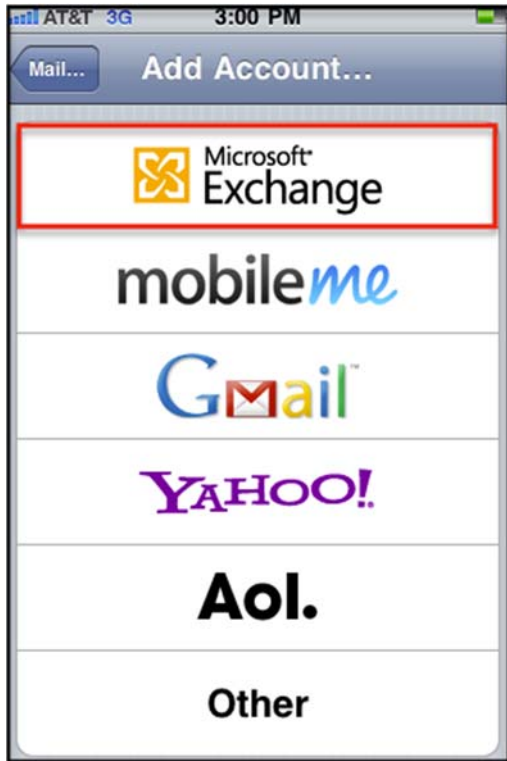
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3. Tap **Add Account** then **Microsoft Exchange**.



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4. The Exchange setup screen will open; you'll then enter the following information:

- Email - Enter your entire email address (e.g., myname@mydomain.com), using all lowercase letters.
- Domain – Enter your domain name.
- Username - Enter in your entire email address.
- Password - Enter in the password for your email account.
- Description - Enter a descriptive name for your account (e.g., My Work Account). This description will only be visible to you.

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5. Tap the **Next** button and the device will attempt to verify the account. You may receive an "Unable to Verify Certificate message," go ahead and Tap the **Accept** button.

6. The device will then continue verifying the account. Once complete, tap the **Server** field, and enter in "**orion.comppconnectioninc.net**" minus the parenthesis.



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7. Tap the **Next** button and the device will then try to create a secure (SSL) connection to your Exchange server. When connected, you'll see check marks along your settings to confirm that your account has been verified. ***NOTE- USERNAME IS NOT EMAIL ADDRESS. IF YOU DO NOT KNOW YOUR USERNAME, CONTACT YOUR SYSTEM ADMINISTRATOR.**

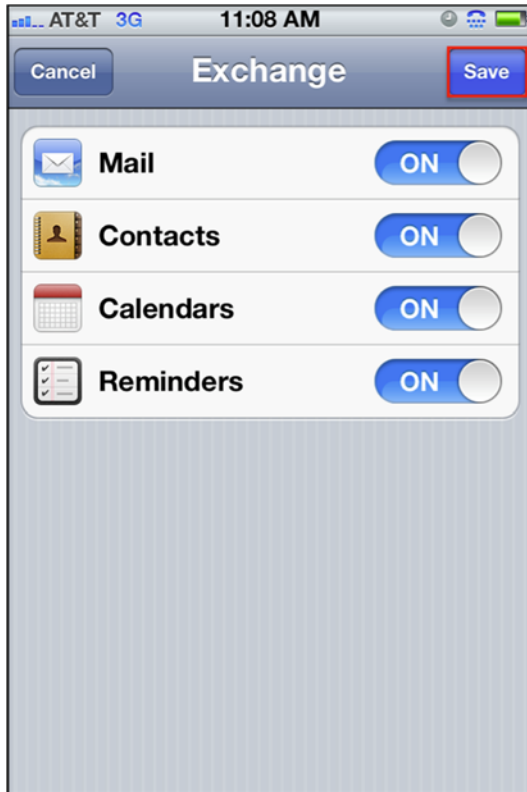


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8. Tap the **ON/OFF** buttons to select which information to synchronize with the Exchange server and then tap the **done** button when finished.

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The End!

If you're experiencing problems with this setup. Please contact us at (408)848-1137 or email us at support@ccitech.com. A Technical Support Technician will be able to assist you further.