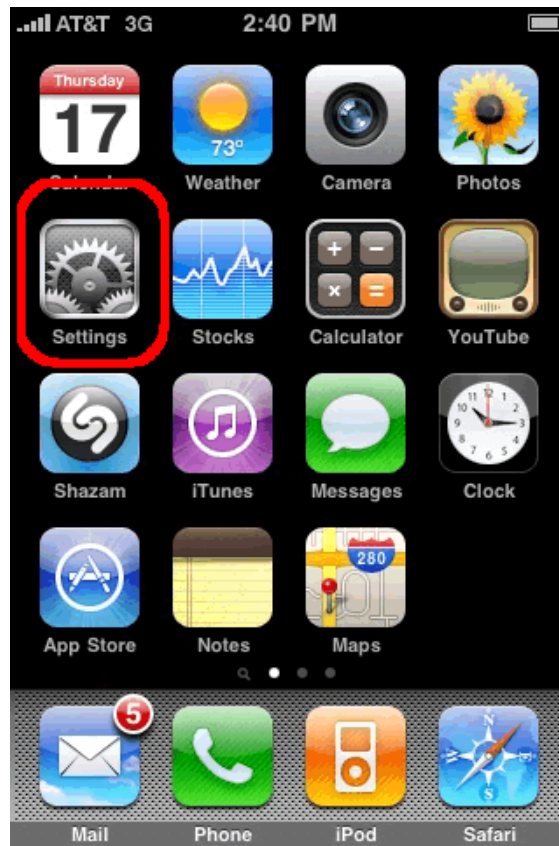
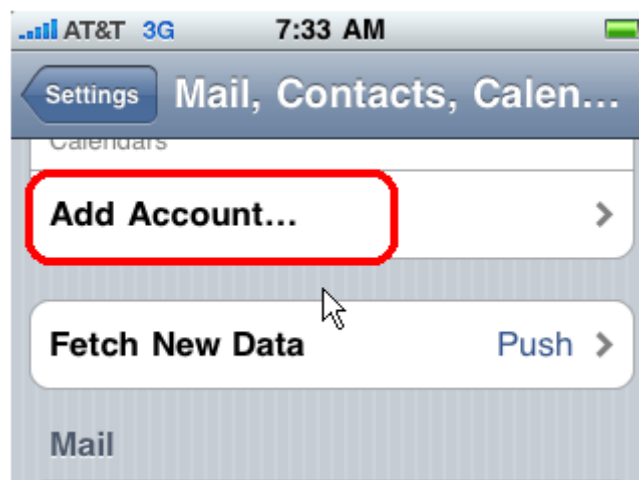


## iPhone ActiveSync Exchange Email Account Configuration

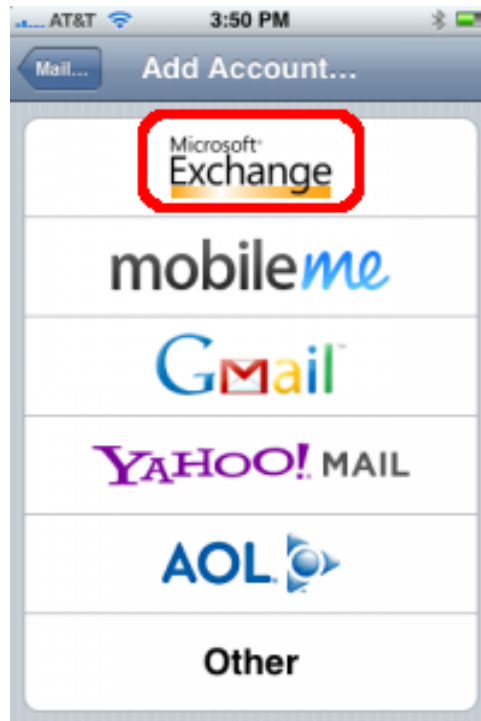
1. From the Home screen select **Settings**.



2. From the settings window select **Add New Account**.



### 3. Select **Microsoft Exchange**



### 4. Fill out your Exchange account information and select **Next**.

**Email:** your work email in the format of: [FirstName.LastName@baruch.cuny.edu](mailto:FirstName.LastName@baruch.cuny.edu)

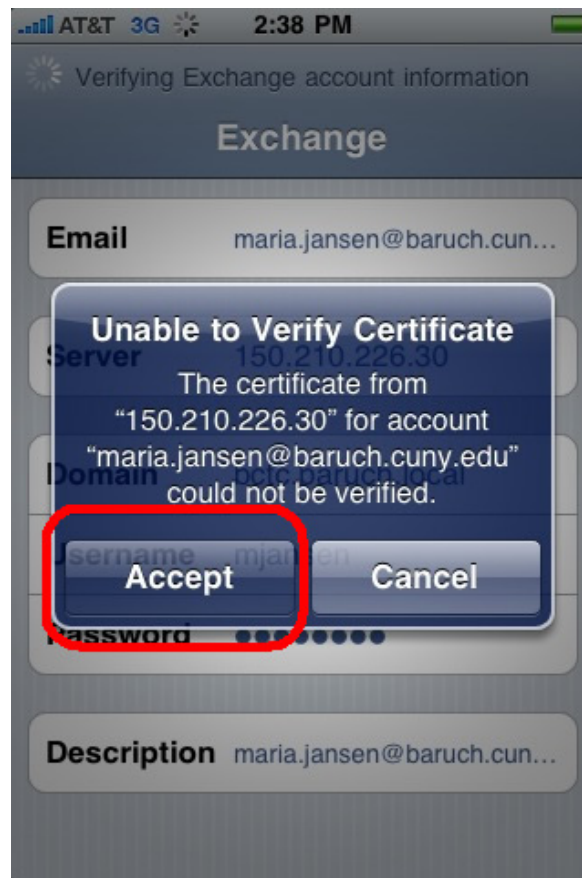
**Server:** *150.210.226.30*

**Domain:** *bctc.baruch.local* (If you use the ACAD domain, please enter *acad.baruch.local*)

**UserName/Password:** Your network credentials for logging into the office pc or lecterns, (ex: mjansen)



5. You will receive a certificate warning; select **Accept** to continue.



6. In the next step you will be given the opportunity to sync you calendar and contacts as well. By default, all options are set to ON. Click Done.



7. ActiveSync will turn on features and prompt you for action.



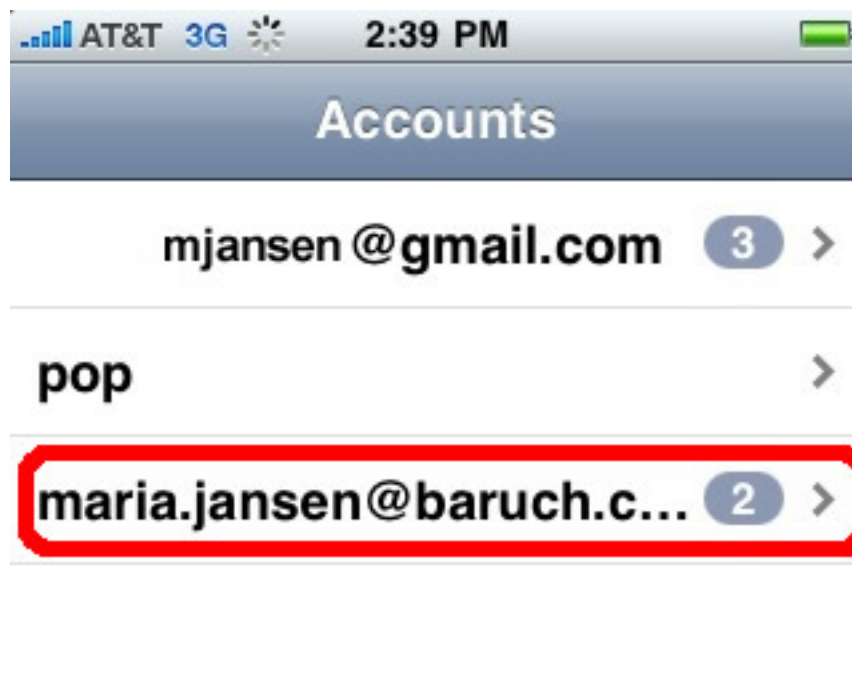
8. You will be asked if you would like to keep your calendar/contacts that are currently on the phone. Unless you are certain that you have no information it is recommended to keep existing calendar/contacts. **If you are setting up a brand new iPhone, then you will not receive this warning.**



9. After successful configuration return to the home screen and open the Mail application.



10. From the account screen you should now be able to select you Baruch Exchange Email.



\*Additionally, If you turned on calendar and contacts, you now have access to your Baruch contacts and calendar from the home screen.

**Please note that depending on the number of e-mails and folders; number of contacts in your address book and entries in your calendar, it can take some time for your iPhone to fully synchronize. Please be patient.**