



Setting up Exchange on iPhone

Once Exchange is set up, you will be able to access the Address Book on your iPhone as well.

1. From the Home screen (or whichever screen you've moved the icon to), click the **Settings** icon.

2. In the **Settings** screen, click **Mail, Contacts, Calendars**.



3. Click **Add Account**.

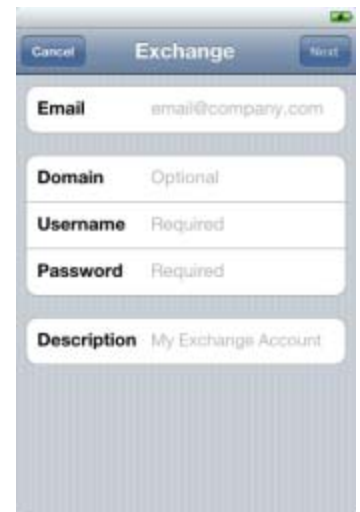


4. Click *Microsoft Exchange*.



5. Enter the information in the account screen:

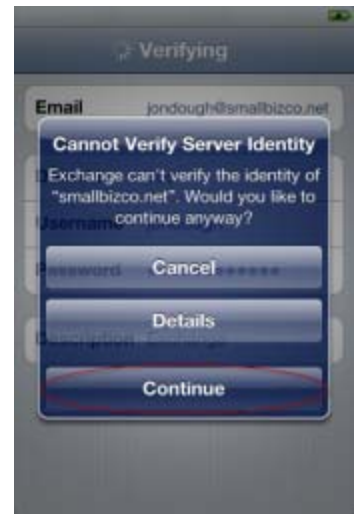
- o Enter your e-mail address *exactly* as the default account is set. (For example, if your outbound e-mail address is Jonathan.Dough@ni.edu, enter it exactly that way—do not enter jonathan.dough@ni.edu.)
- o Enter your internal domain name (NMI).
- o Enter your Northland username (jd12).
- o Enter your Northland password.
- o Enter a description for the account. (“Exchange” will be the name if you do not put anything into the description field.)



6. Once you have verified that the information entered is correct, click *Next*.



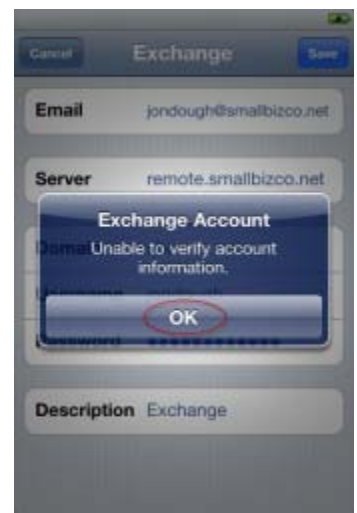
7. You may see a warning that your server identity cannot be identified. This is expected if the server is Exchange 2003 or if the Autodiscover record for the server has not been set up properly. If you see this message, click **Continue**.



8. If you did get the previous message that the phone could not verify the identity of the server, you will need to enter the name of the server. This will be the same address you enter to get to Outlook Web Access (i.e., if you use https://remote.smallbizco.net/owa as the address for your Outlook Web Access server, then enter remote.smallbizco.net in the **Server** field).



9. You may receive a second warning that the server identity cannot be verified. This will be the case if your Exchange server has an invalid or untrusted SSL certificate. The iPhone can continue to communicate with the server using this certificate, and that communication is still secured. If this is the first or second time you get this warning, click **Continue**.
10. If you receive a message that the Exchange account cannot be verified, click **OK** and make sure you have entered the account information correctly. This error will most often appear if a password has not been entered correctly or if the Domain information is incorrect.



11. Once the account has been validated, select which Exchange features you wish to synchronize with your phone then click **Save**.



12. After creating the account, you can go back into the account settings to change the items you wish to synchronize, or to modify other synchronization options.

At this point, your iPhone will start to synchronize information with your Exchange account. Depending on the data connection speed of the iPhone and your server, along with how much data you have in your mailbox to synchronize, this process may take some time.



Once this process has been complete and you have allowed your iPhone to sync with the contacts, you should be able to access the Northland Address Book through your contacts groups.

1. Go to **Contacts**.
2. Hit the arrow in the upper left hand corner labeled **Groups**.
3. At the bottom should be a group called **exchange global address list**, this will take you to a search feature where you can type in the name of the individual you are looking for.