

## Exchange on iOS Device

**Objective** – to allow access on an iOS device to Central College Mail stored on an Exchange Server.

These instructions are from an iPhone; but most iOS devices are similar

- 1) Tap on **Settings**
- 2) Tap on **Accounts & Passwords**
- 3) Tap on **Add Account**
- 4) Tap on **Exchange**
- 5) Type in your Central College email address (yourusername@central.edu)
- 6) Description is your choice of identifying words
- 7) Tap **Next**, then **Sign In**
- 8) Sign in to your Central College email account
- 9) Choose which folders to use, Mail, Contacts, Calendars, Reminders, Notes
- 10) Tap **Save**