How to Set Up Exchange E-mail on IPhone
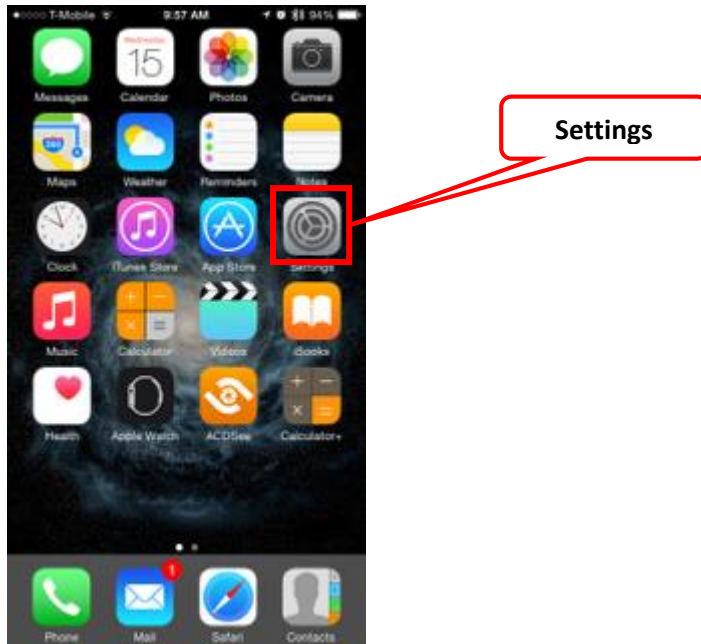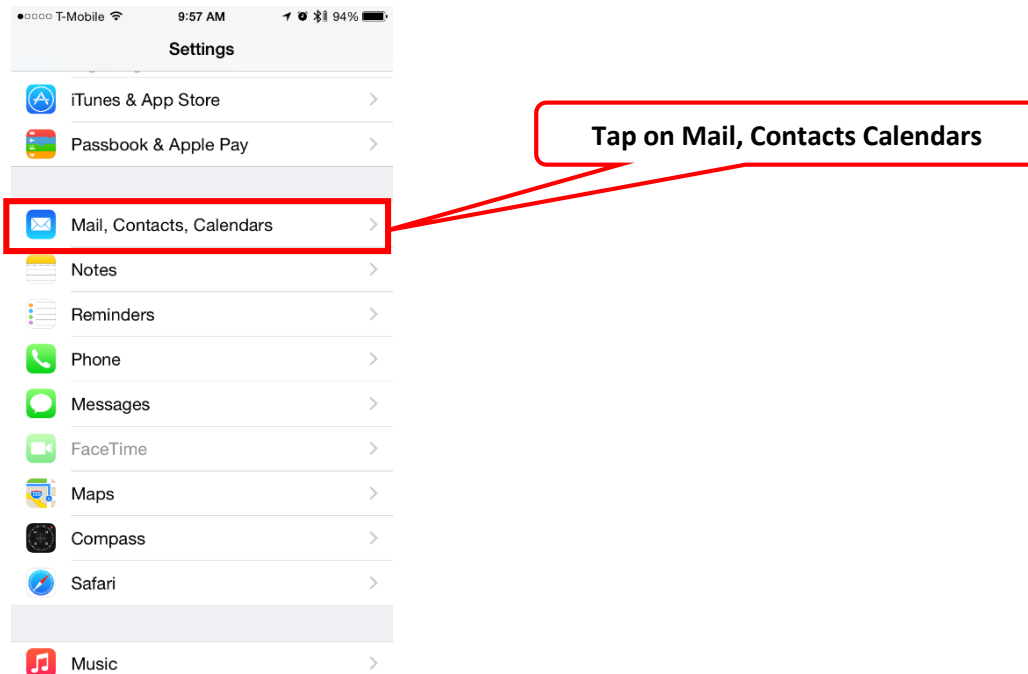
Steps on how to setup your IPhone to receive Exchange E-mail
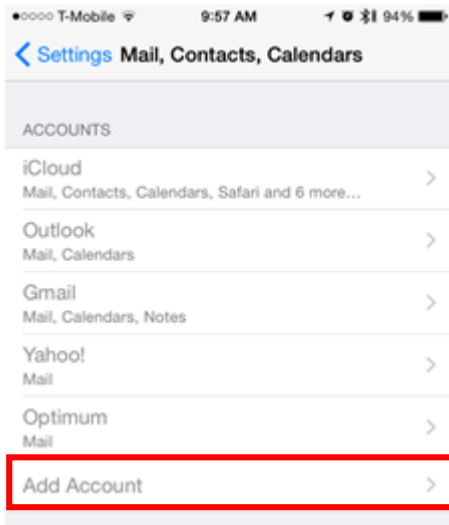
1. On your iPhone tap on **Settings:**

Settings

2. Once on **settings scroll down and** tap on **Mail, Contacts, Calendars:**
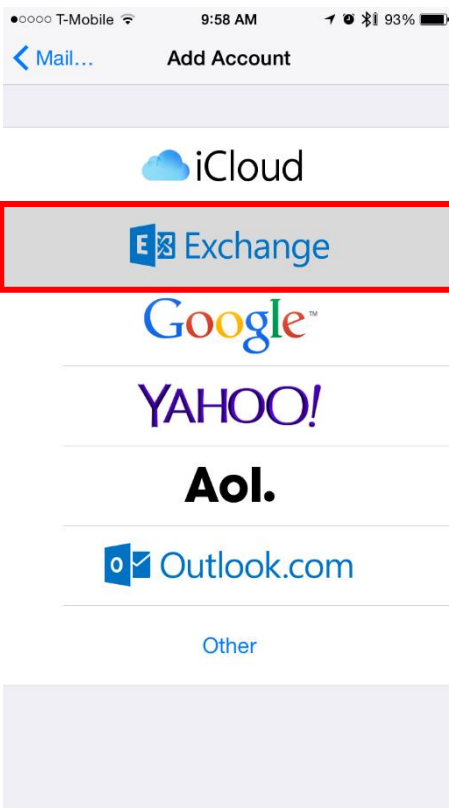

Tap on Mail, Contacts Calendars

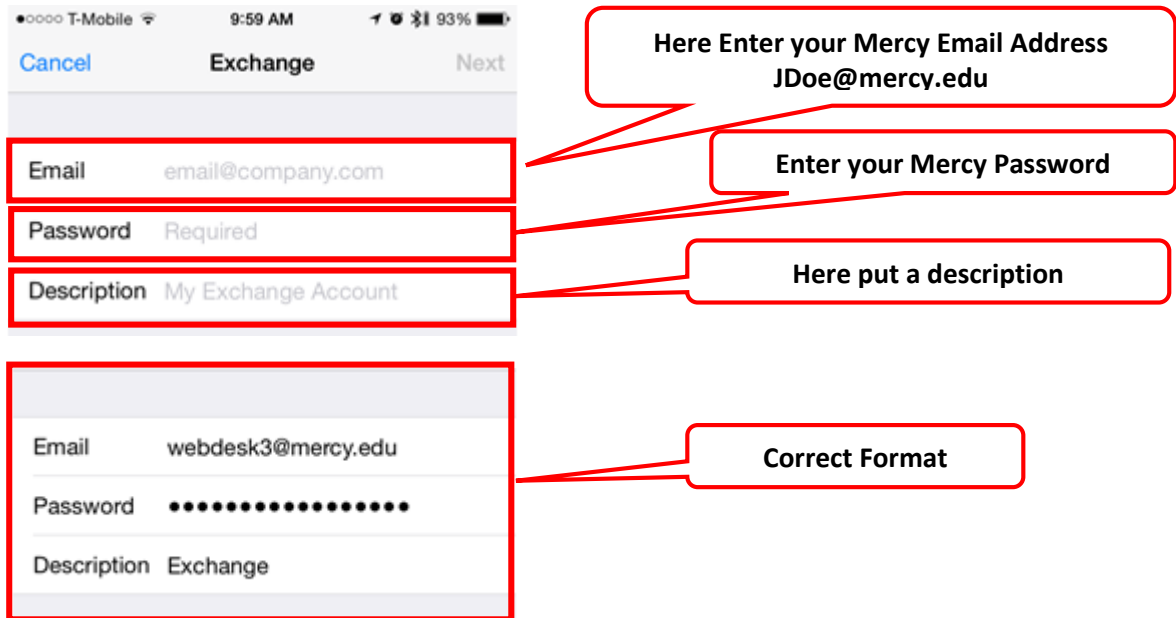3. Within **Mail, Contacts, Calendars** you will see:

Tap on Add Account

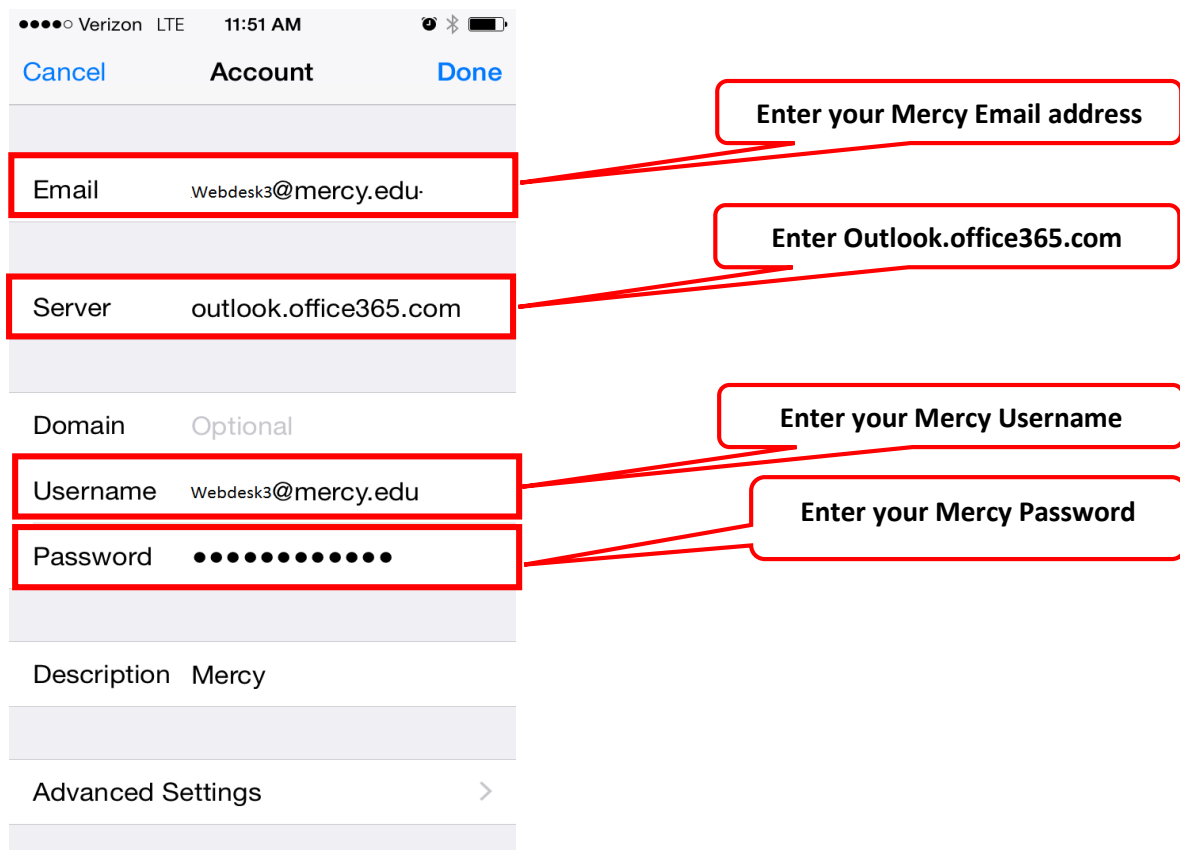Here tap on **Add Account** you will see the following screen:

Tap on Exchange

4. Once you tap on **Exchange** you will see:

Here Enter your Mercy Email Address JDoe@mercy.edu

Enter your Mercy Password

Here put a description

Correct Format

5. Depending on your data signal you might be ask to enter the following information:

Enter your Mercy Email address

Enter Outlook.office365.com

Enter your Mercy Username

Enter your Mercy Password

6. Click on **Done.** The next screen will display the different ways to manage your Mercy.edu exchange account.
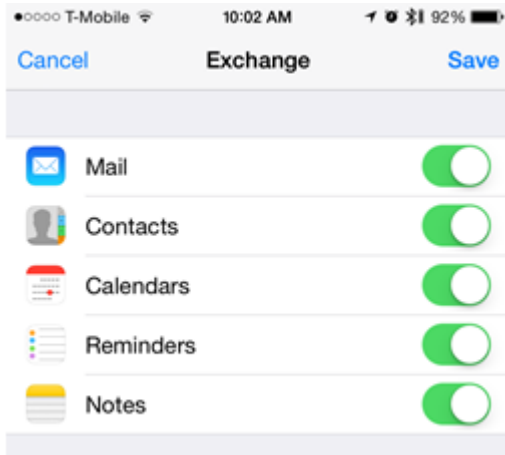
Note: You can choose which components you would like to sync by deselecting the ones you do not wish to sync. Below is a screenshot of phone, which is set to only sync email.
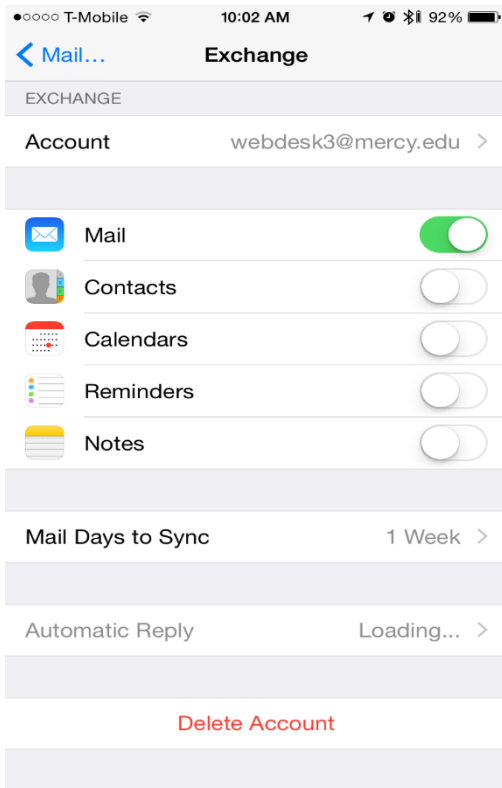
7. Once you are done setting up your email address, the next step is to setup the security policy:
   - If you already have a passcode set and it meets the security policy requirements, the system will let you check your email.
   - If you already have a passcode set and it does not meet the security policy requirements the system will ask you to change your passcode and make it compatible with the policy requirements.
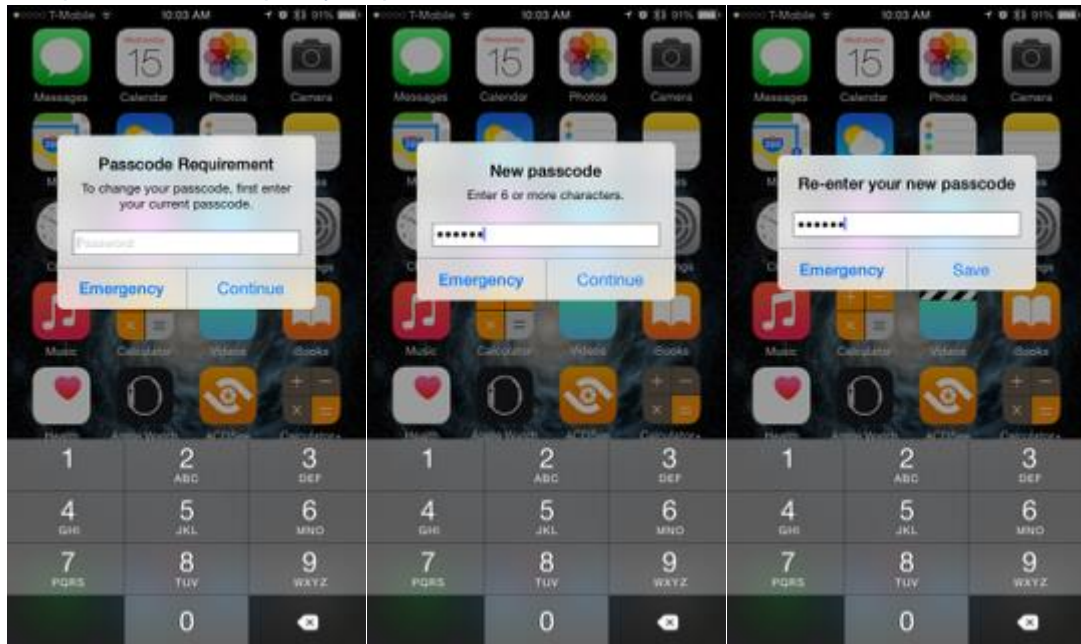
8. You are done setting your Mercy.edu email account and you are in compliance with Mercy College security policy.
   Click on the home button and check your e-mail tapping on the Mail icon.

Tap on the Envelope to access your email

** Notice**

Please note that once you have a PIN or passcode set on your iPhone and you cannot remember your password, the phone will go into a disabled state for 1 minute after the 7th failed login attempt. After 1 minute you can re-attempt to unlock your phone however, each failed attempt moving forward will increase the phones disabled time to 5 minutes, then 10 minutes etc…
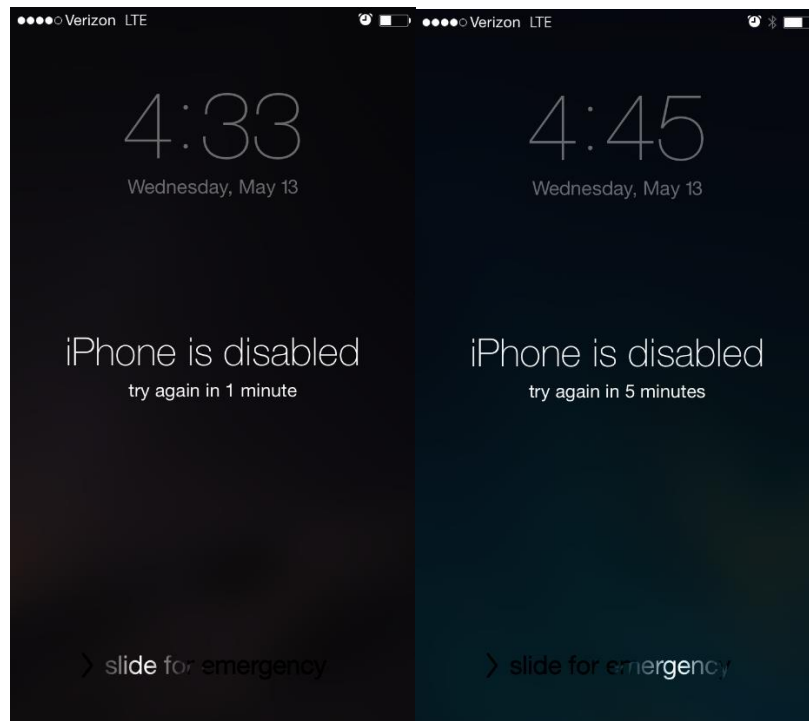
** Disclaimer**

If you forget your iPhone PIN or password and you have an iCloud account you will need to wipe your phone through iCloud in order to regain access to your iPhone. If you do not have an iCloud account you can restore your device from iTunes.