

ITD Fact File:

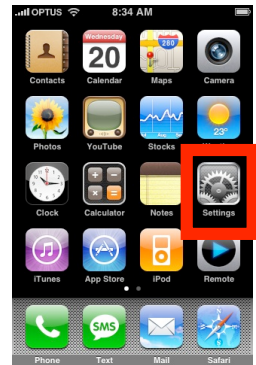
Exchange on the iPhone



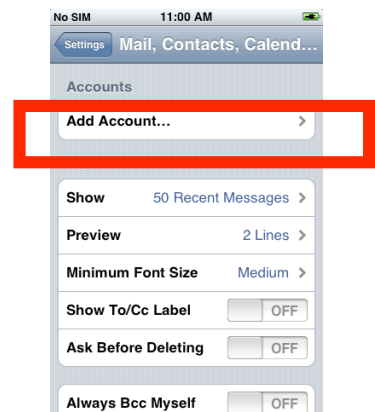
Information Technology Directorate – IT Service Desk

In order to utilise this facility you will need to have ActiveSync enabled on your Exchange account. For information about how to have ActiveSync enabled you will need to contact the Contact the Service Desk on 6773 5000

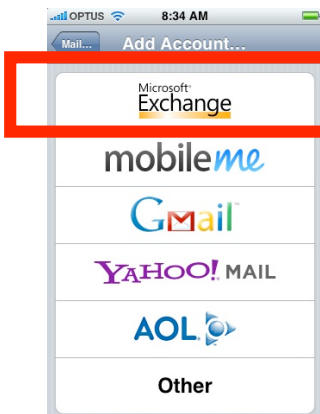
From the home screen click on the “Settings” icon



In the settings menu select the “Mail, Contacts, Calendars” option (you may need to scroll down to see this)



Click the “Add Account” button



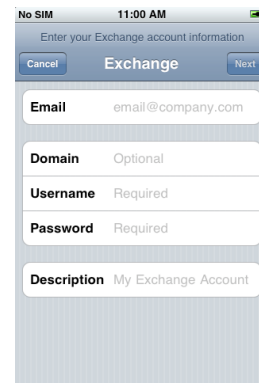
Select “Microsoft Exchange”

Fill in the following details.

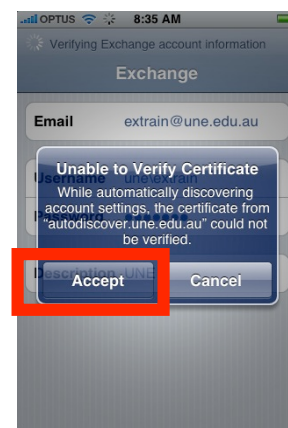
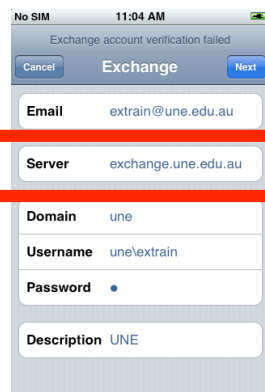
(Please note – *username* refers to your regular UNE user name e.g. jbloggs4)

- **Email** – username@une.edu.au
- **Domain** - **une**
- **Username** – **username**
- **Password** – *This is your regular UNE password*
- **Description** – **UNE**

After these details are entered press NEXT



Enter the Exchange server details as **exchange.une.edu.au** and press NEXT.



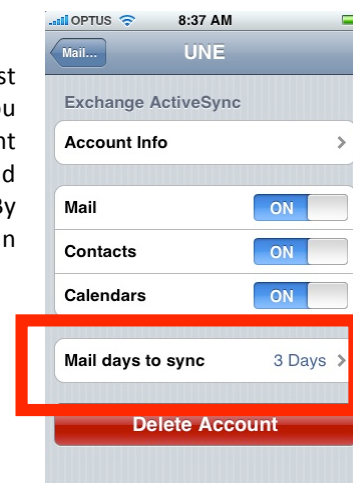
After pressing next in the previous screen you may receive one or two certificate errors based on how you are connected (wi-fi, 3g etc). Press ACCEPT to any of these.



Finally choose what information you want to be synchronised with you iPhone and then press SAVE.

Optional Step

By default the iPhone will download only the last three days of email. If this is not appropriate you can change this by going into the mail account settings. To get to these follow steps One and Two and then select the UNE account. By selecting Mail days to sync (see fig. 9) you can change the number of days worth



Exchange is now configured. From this point on your iPhone will automatically receive any new emails, contacts or appointments that arrive in your account. There is no need to look for send/receive buttons as this is a fully automated "Push" service