

How to connect your iPhone to NJIT's Microsoft Exchange Server

Who is this for? – Instructors and staff with an ADM mail account and an iPhone (running operating system 2.0 or higher).

Instructions

1. From the phone's homepage click on the **"Settings"** button (see figure 1). **Note:** If you will be connecting to the mail server from on campus begin by making sure you are connected (and authenticated) to the wireless network.



Figure 1: "Settings" button.

2. From the **"Settings"** screen click on the **"Mail, Contacts, Calendars"** option (see figure 2).



Figure 2: "Mail, Contacts, Calendars"

3. Click on the “**Add Accounts...**” link (see figure 3).



Figure 3: “Add Account...”

4. Select the “**Microsoft Exchange**” option (see figure 4). **Note:** it is only possible to have your phone synchronized with one Exchange ActiveSync account. It is however possible to have your phone connect to both an Exchange, Gmail and/or Yahoo mail account.

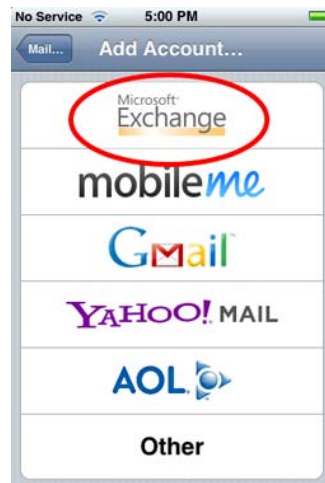


Figure 4: “Microsoft Exchange” option.

- Use the below settings (see figure 5) to configure your Exchange account and then click the “Next” button. **Note:** If you need help with your UCID please go to <http://ist.njit.edu/accounts/ucid.php>.
 - “**Email**”: This is your UCID@adm.njit.edu. For example jdoe@adm.njit.edu.
 - “**Domain**”: Use “njitdm”.
 - “**Username**”: Enter your UCID.
 - “**Password**”: Use your UCID password.
 - “**Description**”: Enter the same information used in the “**Email**” field.



The screenshot shows an iPhone interface for setting up an Exchange account. At the top, it says "No Service" and "5:01 PM". Below that, it says "Enter your Exchange account information". There are "Cancel" and "Next" buttons. The fields are: Email: yourUCID@adm.njit.edu; Domain: njitdm; Username: yourUCID; Password: a series of dots; Description: yourUCID@adm.njit.edu.

Figure 5: “Enter your Exchange account information”.

- If you get an “Unable to Verify Certificate” alert it is because you are trying to connect to the campus wireless network and need to authenticate.
- A new field titled “**Server**” will appear (see figure 6). Enter “**webmail.adm.njit.edu**” and click the “**Next**” button.



The screenshot is similar to Figure 5, but it includes an additional field: Server: webmail.adm.njit.edu. This field is circled in red.

Figure 6: Enter “Server” information.

8. The last step is to determine what information you want synchronized with your phone and then click the “**Done**” button (see figure 7).
 - To get your mail on your phone make sure that the “**Mail**” option is set to “**On**”.
 - If “**Contacts**” is set to “**On**” your phone will import and synchronize the names from your Exchange account. **Note:** if you select this option it will remove any names and contact information that has been added to your phone’s “**Contacts**” tool.*
 - Setting “**Calendars**” to “**On**” will synchronize your phone’s calendar to your Exchange calendar. **Note:** it is only possible to import events from one calendar.



Figure 7: “Selecting info to synchronize using Exchange”

9. At any given time you can edit your Exchange mail settings by clicking on the “**Mail, Contacts, Calendar**” link (see figure 2) and then clicking on the **yourUCID@njit.edu** button From the “**Accounts**” field.

This tutorial was created by NJIT’s Instructional Technology and Media Services. Please send any feedback to instruction@njit.edu.

* If you would like to merge existing contacts and calendar events we recommend that you first import those events and contacts into Exchange.