Set up Exchange email on an Apple iPhone, iPad, or iPod Touch
(Screen shots are to help guide you through the process. You may not see exactly the same thing.)

1. If this is the first email account on your iPhone, tap **Mail**. Otherwise, tap **Settings > Mail, Contacts, Calendars > Add Account**.

2. Tap **Settings > Mail, Contacts, Calendars > Add Account**.

3. Tap **Microsoft Exchange**.
4. You don’t need to type anything in the **Domain** box. Type the information requested in the **Email**, **Username**, and **Password** boxes. You need to type your full email address in the **Email** and **Username** boxes (for example, jonesg@durhamtech.edu).

5. Tap **Next** on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account.

6. You will likely need to enter more information. Double check your e-mail address, enter exchange.durhamtech.edu into the “Server” setting area. Enter durhamtech.edu in the **Domain** area. **Enter your webadvisor username and webadvisor password.** Check marks will occur if all connects well.
7. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. By default, Mail, Contacts, and Calendar information are synchronized.

8. If you're prompted to create a passcode, tap **Continue** and type a numeric passcode. If you don’t set up a passcode, you can’t view your email account on your iPhone. You can set up a passcode later your iPhone settings.

9. To reach your e-mail, you will go to your main page, click “Mail” and then “Exchange” (or whatever you named it) and that will get you into your mailbox.

If your email is not connecting, then delete and try it again. After a second try please call our DTCC help desk.

**Delete Account Directions:**

1. Go to main screen and choose **Settings**
2. Choose Mail Contact, Calendars

3. Choose Exchange

4. Scroll to bottom of page and “Delete Account”