## Exchange Active Sync on Apple iPad

Follow these steps to setup your Exchange ActiveSync account on your iPad:

## 1. Tap Settings



2. Mail, Contacts, Calendars > Add Account



3. Microsoft Exchange.



4. Enter "Email Address", (e.g. <u>first.last@lehman.cuny.edu</u>), Enter "Password", then hit **Next**.



## 5. Enter "Email Address" : (e.g. first.last@lehman.cuny.edu),

Enter "Server": owa.lehman.cuny.edu

Enter "Domain": Ic

Enter Lehman Email Username and Password, then hit Next:

		Step 5:		
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Settings	Mail, Contacts	Add Account		
General	Cancel	Exchange	Next	
Sounds				
Brightness & Wal	paper Email first.last@	lehman.cuny.edu		
Picture Frame	Server owa.lehm	nan.cuny.edu		
Privacy				
iCloud	Domain Ic			<b>~</b>
Mail, Contacts, C	Username first.last			
Notes	Password ••••			
Reminders	Description Exchange	(e		
Messages				
FaceTime				
Maps				
Safari				
iTunes & App Sto	es			
Music				

6. Choose which content you would like to synchronize: **Mail**, **Contacts**, and **Calendars**. Tap **Save** when finished.

**Note:** To modify your exchange settings, Tap **Settings > Mail, Contacts, Calendars**, select your Exchange account, and tap **Account Info.** 

Your emails should start flowing into your mail app once you have completed these steps. Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-111 or <u>help.desk@Lehman.cuny.edu</u> if further assistance is needed.