

Exchange Active Sync on Apple iPad

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

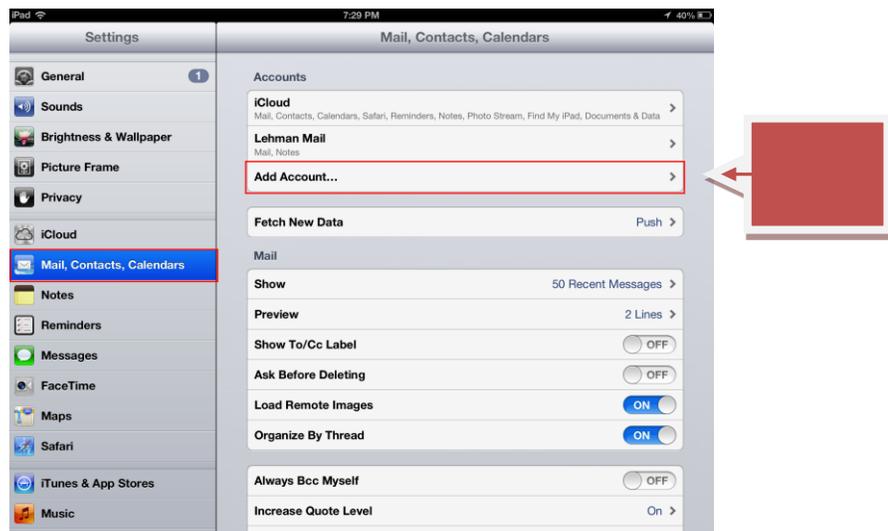
1. Tap Settings

Step 1:



2. Mail, Contacts, Calendars > Add Account

Step 2:



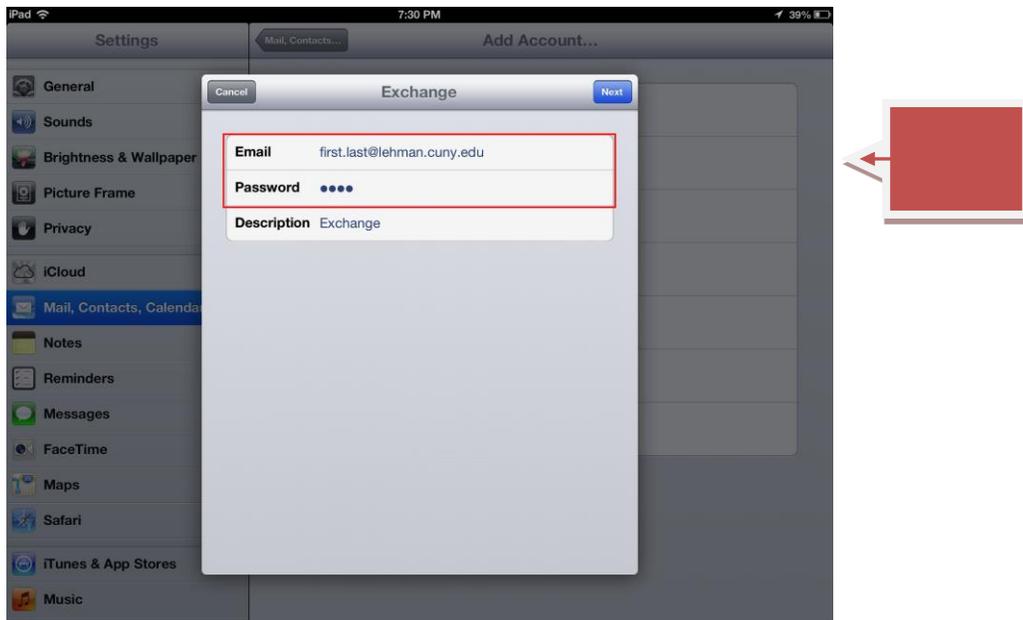
3. Microsoft Exchange.

Step 3:



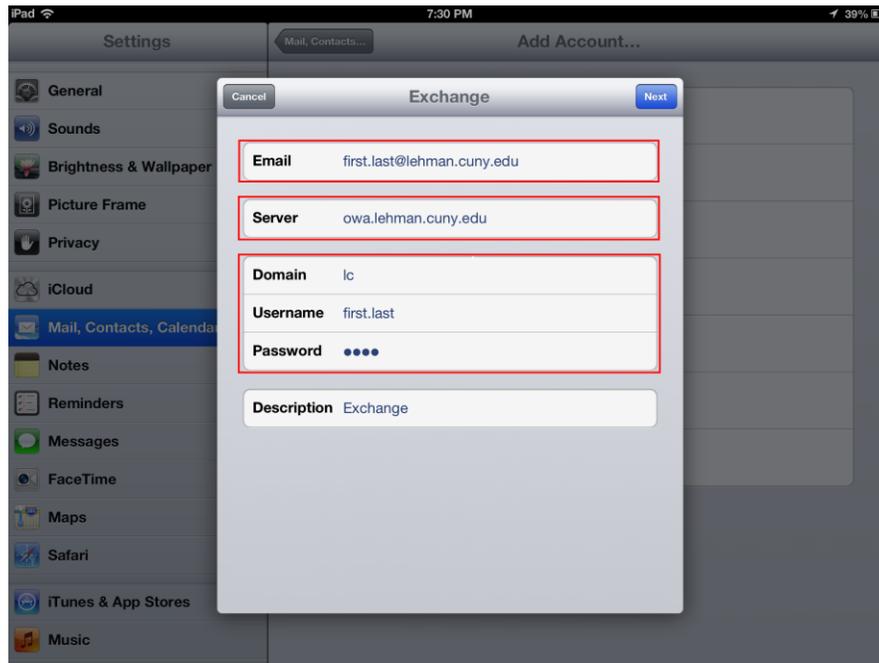
4. Enter "Email Address", (e.g. first.last@lehman.cuny.edu), Enter "Password", then hit **Next**.

Step 4:



5. Enter "Email Address" : (e.g. first.last@lehman.cuny.edu),
Enter "Server": owa.lehman.cuny.edu
Enter "Domain": **lc**
Enter **Lehman Email Username and Password**, then hit **Next**:

Step 5:



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 help.desk@Lehman.cuny.edu if further assistance is needed.