How to configure your IPhone to synchronize your Lehman e-mail account for Faculty and Staff

Step 1:

From your Home screen tap on your **Settings** icon.

Step 2:

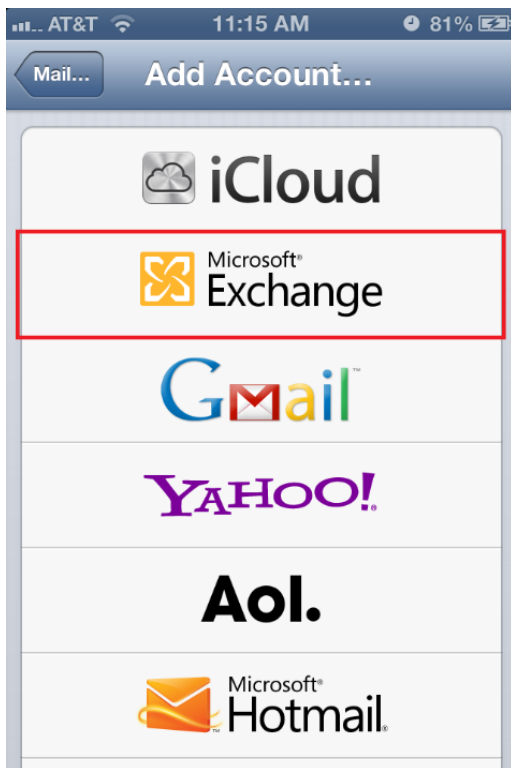Tap on **Mail, Contacts, Calendars** within the Settings on your IPhone.

Accounts

Lehman Email
Mail, Notes

Gmail
Mail, Calendars, Notes

Hotmail
Mail, Contacts, Calendars, Reminders

Add Account...

Fetch New Data   Push

Mail

Show   50 Recent Messages

Step 3:

Select **Add Account**.

Step 4:

AT&T   11:15 AM   81%

Mail...   Add Account...

iCloud

Microsoft® Exchange

Gmail

YAHOO!

Aol.

Microsoft® Hotmail

Select **Exchange**.

Step 5:

Type in your **Lehman email address** and **account password** and then click **next**.

Step 6:

Fill in the information as indicated and then tap **SAVE**.

In the "**Email**" field, enter your Email Address (e.g. **first.last@lehman.cuny.edu**)

In the "**Server**" field, enter "**owa.lehman.cuny.edu**"

In the "**Domain**" field, enter "**lc**"

In the "**Username**" field, enter your username (e.g. **first.last**)

In the "**Password**" field, enter your Lehman Email password.

Tap "**Save**" on the next screen.

NOTE: 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.