Exchange Active Sync on Apple iPad

Follow these steps to setup your Exchange ActiveSync account on your iPad:
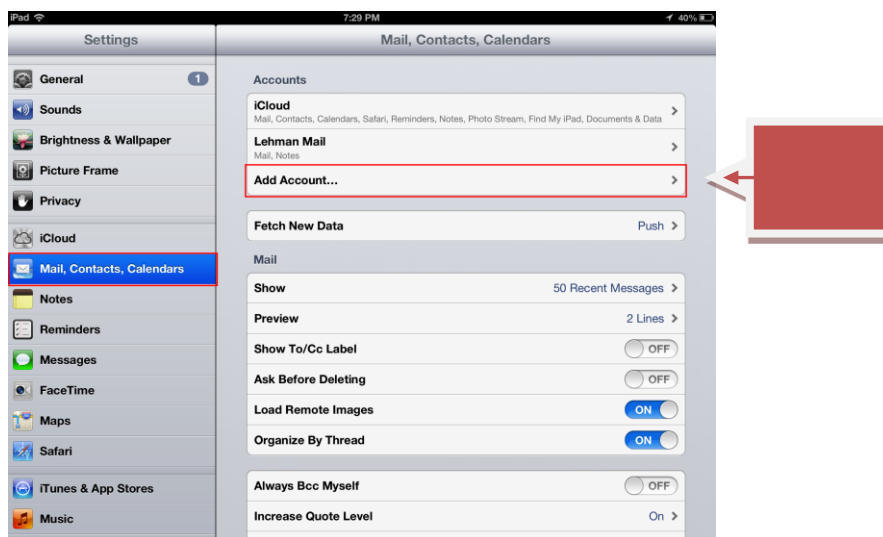
1. Tap **Settings**

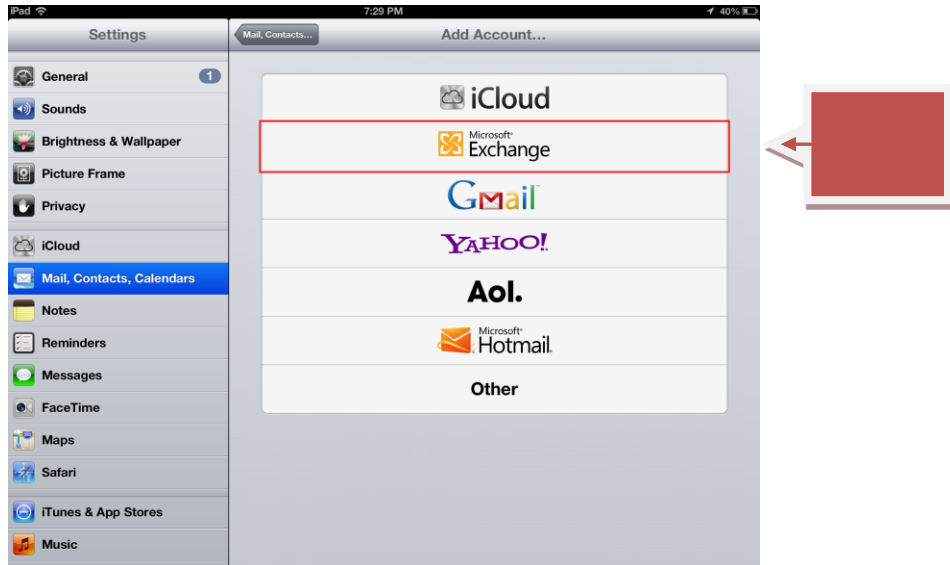**Step 1:**

2. **Mail, Contacts, Calendars** > **Add Account**
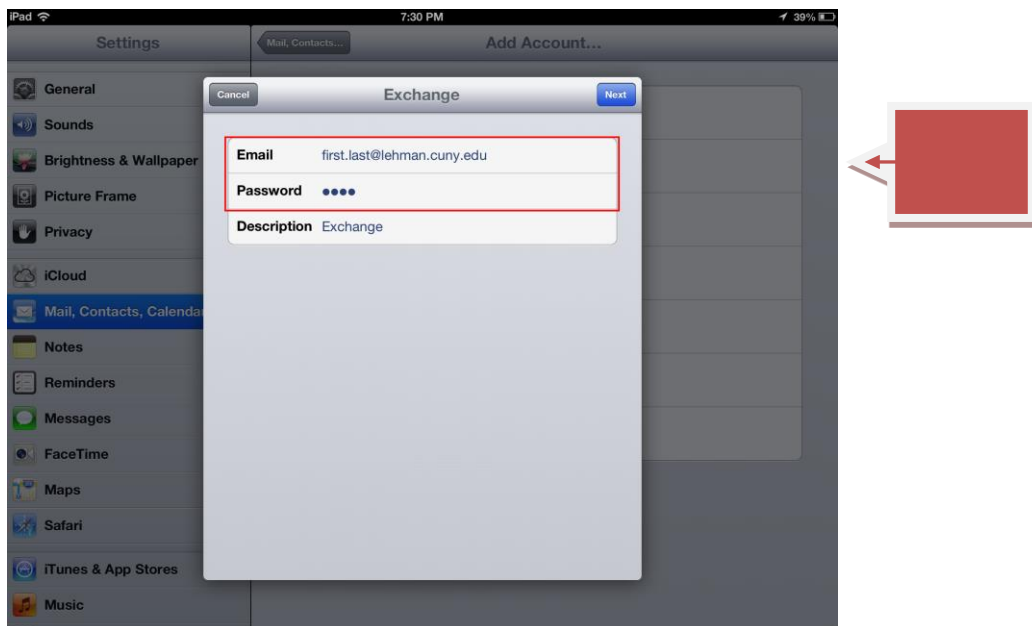
Step 2:
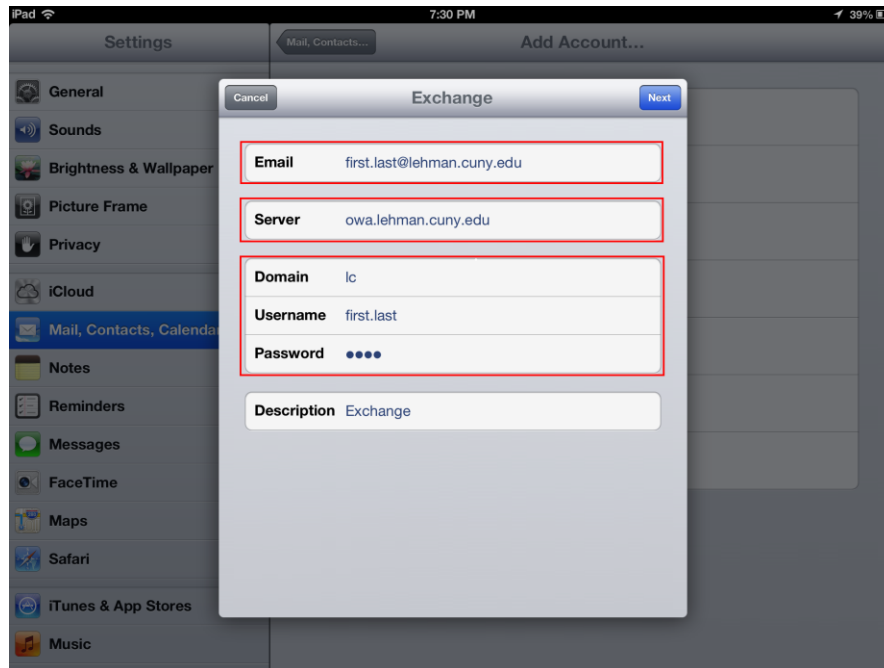
3. **Microsoft Exchange**.

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.**
***Please be advised that this document was prepared on iPad
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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) 960-1111 or help.desk@Lehman.cuny.edu if further assistance is needed.