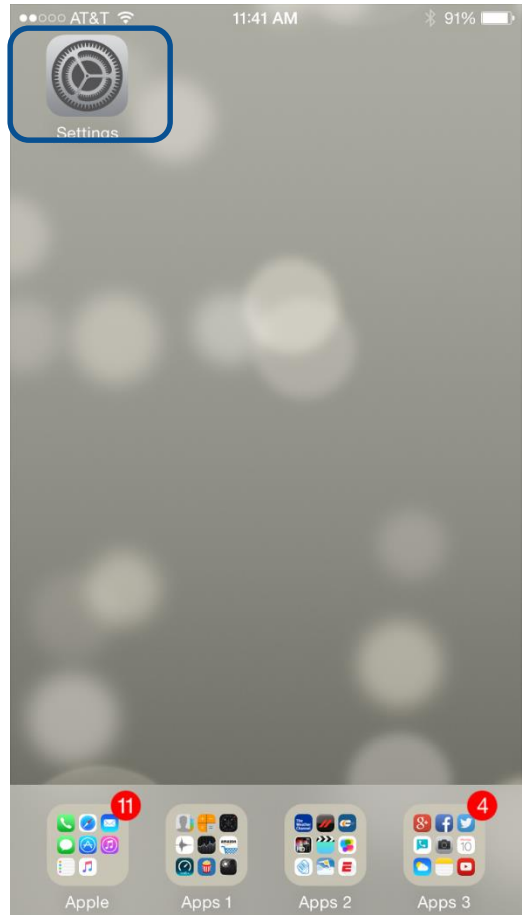


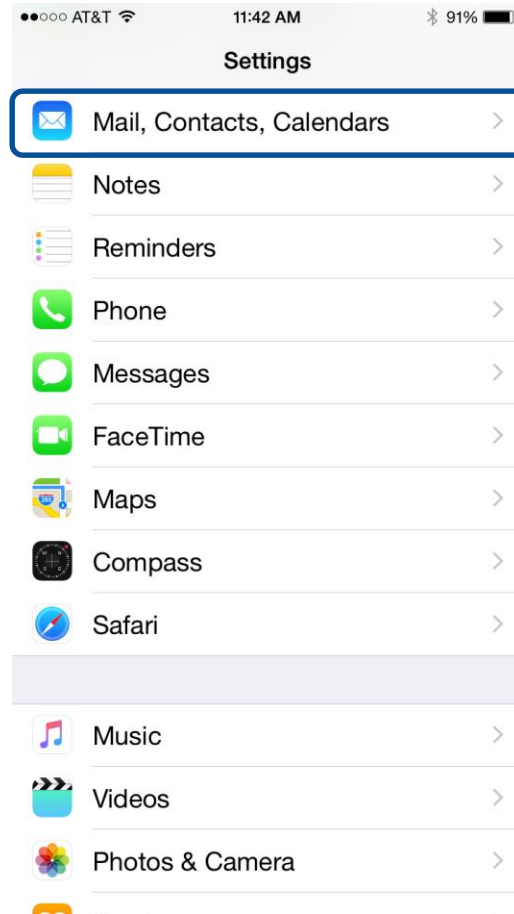
SETUP EXCHANGE ON IOS

This includes iPhones, iPads, and iPod Touches.

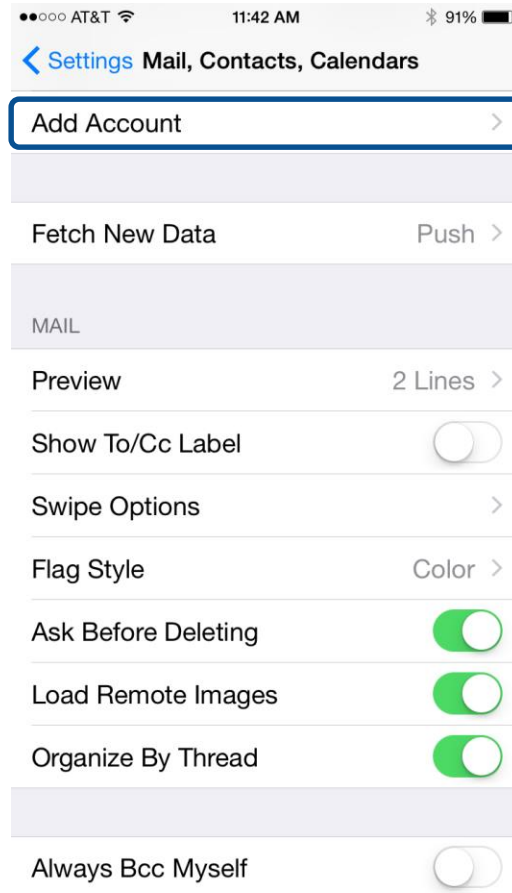
Find and Open your Settings App



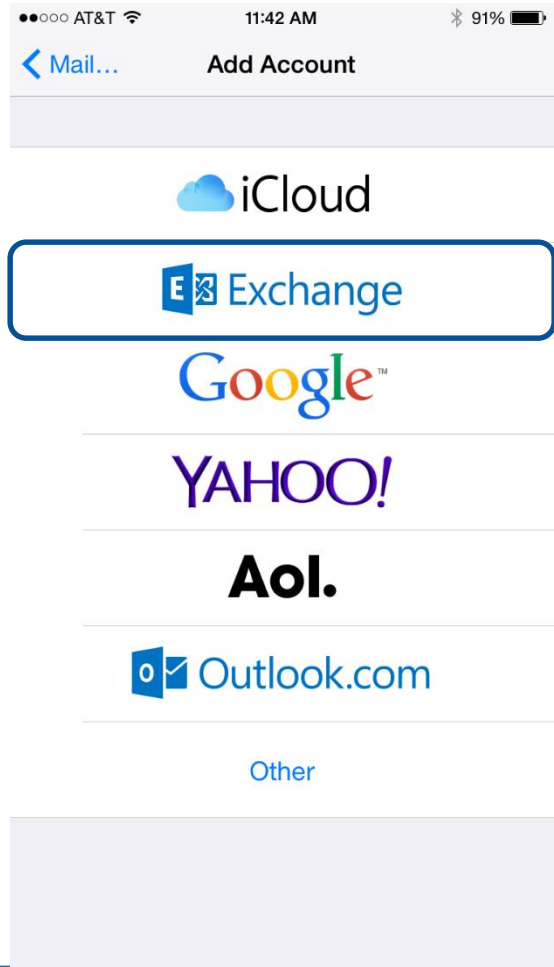
Scroll until you see “Mail, Contacts, Calendars” and select it.



Select “Add Account...”

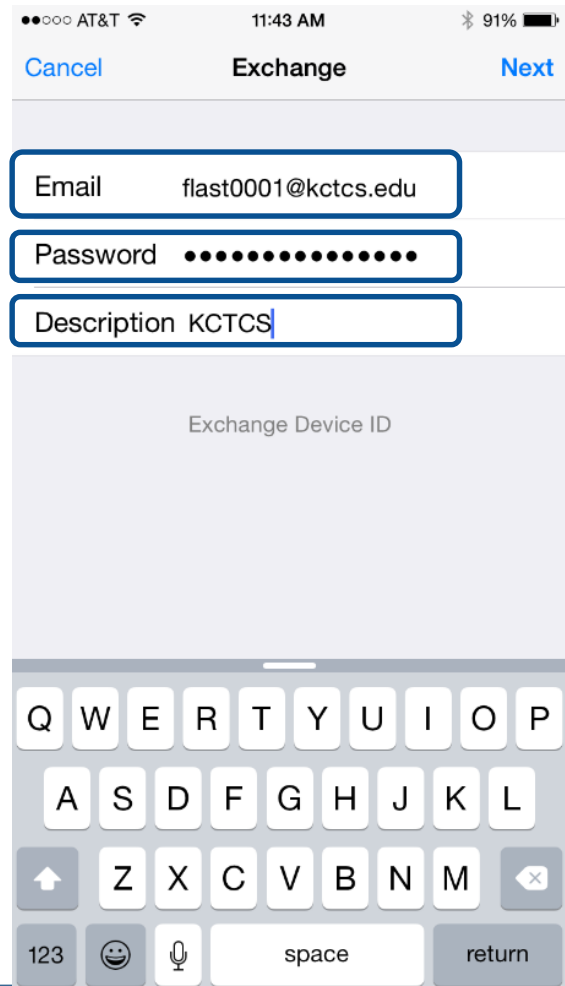


Select "Exchange"



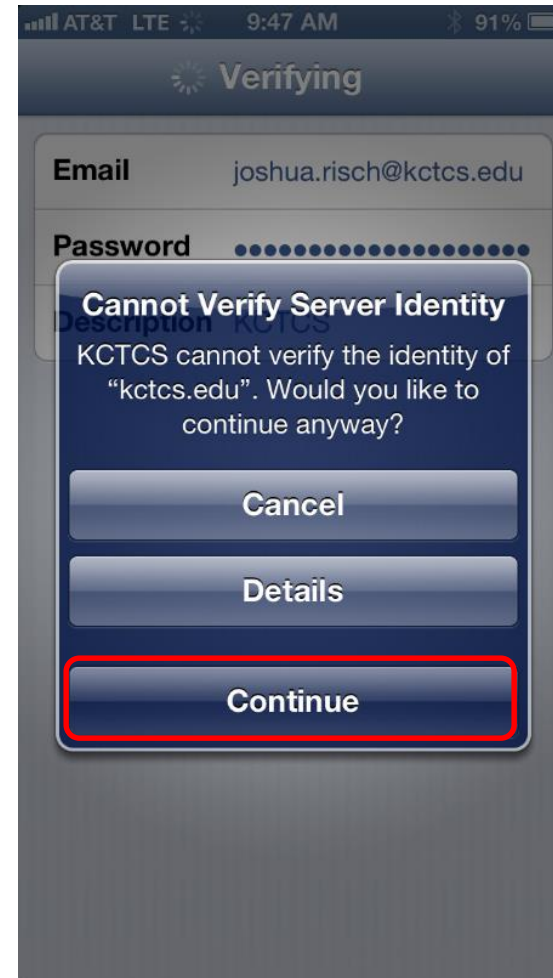
Provide your Authentication Credentials

- Substitute your information for the E-Mail, and Password fields.
- Type a Description that helps you recognize the account.
- Select 'Next' in the upper right hand corner.



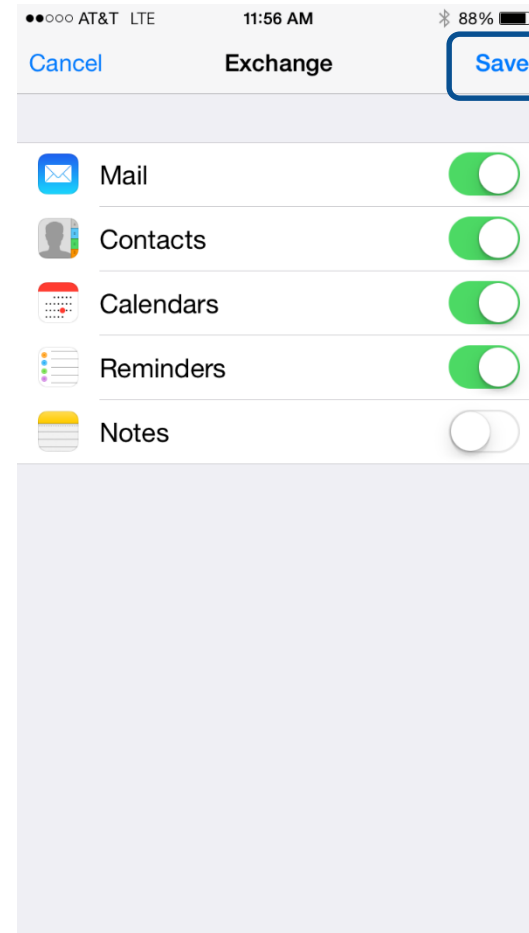
Server Identity...

- If you get prompted, Select **Continue** on the “Cannot Verify Server Identity”.
- Otherwise continue.



What to Sync

- Select what you would like to Sync and tap “Save”.
- *If you elect to Sync Contacts, or Contacts, recommended to Tap: “Keep on my iPhone” to avoid Contact/Calendar Deletion.*
- You’re finished!



Frequently Asked Questions

Q: I've followed this guide, my e-mail is still not syncing!

A: Ensure your settings match the image to the right. Your username must be your KCTCS E-Mail Address.

Q: Everything matches, I still cannot connect?

A: Clear the Password field and re-enter, it is very easy to mistype with the on-screen keyboard and not realize it.

Cancel Next

Email flast0001@kctcs.edu

Server outlook.office365.com

Domain Optional

Username flast0001@kctcs.edu

Password ●●●●●●●●●●●●

Description KCTCS

Q W E R T Y U I O P

A S D F G H J K L

↑ Z X C V B N M ↵

123 space return