Go to Settings > Mail, Contacts, Calendars
Select Microsoft Exchange; if that option is not available, press the Add Account... button

Enter your personal email address, username, and password.

For the domain, enter memorial, and for description enter Exchange
Press the Next button

*Please note - Your iPhone stores a copy of your Memorial Domain/Exchange password. When you receive a notification that it is time to change this password, be sure to also change it on your iPhone to avoid accidentally locking your Domain/Exchange account.

A new field will appear for the mail server, enter: mail.wds.mun.ca
Press the Next button

Choose the aspects of your Exchange account that you would like to sync to the iPhone and press the Save.
There are additional configuration options available for customizing your email, contacts, and calendars. You should customize these settings to your own preferences.

There are a few important settings to take note of:

**Fetch New Data** should be set to **Push**. This will allow the Exchange server to forward email to your iPhone as it arrives on the server. Otherwise, email will only arrive when your iPhone checks in, or when you manually check your mail.

**Organize By Thread** controls how your email is displayed: when turned off, your email is displayed in chronological order. When turned on, your email will be organized based on the chain of replies in an email conversation.

**Signature** can be used to add post script that will be appended to all outgoing emails.

**Default Account** controls where your email is sent from – this setting can be customized if you have multiple Exchange accounts, or another account such as Hotmail or Gmail. This should be set as Exchange.
Beyond the global settings indicated above, there are unique settings specific to your Exchange account.

To change your account go to Settings -> Mail, Contacts, Calendars, and select your Exchange account.

There are two settings of special importance:

**Mail Days to Sync** will only display email based on the number of days indicated.

**Mail Folders to Push** controls how email is pushed from the Exchange server to your iPhone. By default, Exchange will only push email to your Inbox. If you have custom folders setup in Outlook to organize your mail, you can use this option to push mail to other folders as well.

After you configure your Exchange account, you may see a warning indicating you need a *New passcode*. If so, you will need to set a passcode that consists of:

-six or more characters
-letters and numbers
-a special character (such as #&!)

**NOTE:** This passcode is for the iPhone only, and is not connected to any other password. If you do not know or have forgotten this passcode, you must reset to factory settings.