Configuring Your Apple® IPhone with Microsoft Exchange

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To set your IPhone to connect with MCCSC's Exchange mail system, please follow the following steps. Please note your IPhone should have at least software version 4.0 installed. For instructions on how to see what version your IPhone is on, please refer to www.apple.com/iphone.

1. Click on 'Settings' on your iPhone homepage.
2. Click on 'Mail, Contacts, Calendars'
3. Select 'add Account'
4. Select 'Microsoft Exchange'
5. In the email field, type your MCCSC email address (username@mccsc.edu)
6. In the domain field, type MCCSC
7. In the username field, type your MCCSC username that you use to log onto the network with.
8. In the password field, type in your username's password.
9. Click 'Next'.
10. You should see the word 'Verifying' at the top of your screen
11. A new field will appear called 'Server'. Type in the server 'mail.mccsc.edu' (no quotes)
12. Click 'Next' in the right-hand corner. You should see the word 'Verifying' at the top of the page.
13. Once verified, you will be asked which features you want to synchronize with Exchange. You may select mail, contacts, and/or calendars. Once finished with your selections, click 'Save'.
14. You will be transferred then to your IPhone's inbox and a subsequent download of your messages (and optional contacts and calendars) will begin.

Tips

The frequency of which you download your email to your IPhone can greatly reduce the battery life on your IPhone, so to insure proper battery life it is wise to set your IPhone to 'Fetch' data on a manual basis. To do this, go to 'Settings' and select 'Fetch New Data'. Make sure to have 'Push' turned off and for fetch set to 'Manually'. This way the only time your IPhone is using data is when you go into your mail and click the 'Refresh' button in the lower-left corner.

When your IPhone is collecting your mail from a fetch, this is using data over the AT&T network and therefore counts as data usage against your phone plan. If you have a limited amount of usage in your plan, take care of using your IPhone often to check your mail as your could easily go over your allotted amount (if you have unlimited however, you need not worry).

You can go to 'Settings->Mail, Contacts, Calendars' and further customize your mailbox on your IPhone, including number of messages shown, font size, and signature.

To respond to an email with your IPhone, simply click the icon which looks like an arrow and select 'Reply' (or other choices) which will bring up a keyboard and you can type your message and send directly from your IPhone.