

Initial Setup of Apple® iPhone® Mail with Exchange ActiveSync®

Concept

This document describes the procedures for setting up the Mail, Contacts, and Calendar applications on an Apple iPhone to sync with CWRU Google Apps[™] using Exchange ActiveSync. ActiveSync synchronizes the actions you take in the iPhone Mail, Contacts, and Calendar applications with their Google Apps counterparts. These instructions are intended for users that already have an active CWRU Google Apps account and want to set up ActiveSync for the first time.

Procedure



Step	Action
1.	Tap the Settings application on your iPhone's home screen.



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Settings	
Sounds	>
Brightness	>
Wallpaper	>
General	>
iCloud	>
Mail, Contacts, Calendars	>
W Twitter	>
Phone	>
FaceTime	>

Step	Action
2.	Tap the Mail, Contacts, Calendars button on the Settings page.
	Mail, Contacts, Calendars >



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Settings M	lail, Contact	s, Calen	
Accounts			
Glose			>
Eccilentia	a Colomban		>
Add Acco	unt		>
Fetch Nev	w Data	Push	>
Mail			
Show	50 Recent N	Nessages	>
Preview		2 Lines	>
	E	N.A	

Step	Action
3.	Click the Add Account menu option.
	Add Account >





Step	Action
4.	From the list of account types to add, select Microsoft Exchange .
	Microsoft* Exchange



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Cancel	Exchange	Next
Email	ctt9@case.edu	
Domain	Optional	
Username	ctt9@case.edu	
Password	•••••	
123	4 5 6 7	890
- / :	;()\$	& @ "
#+=	, ?!	, x
ABC	space	return

Step	Action
5.	Enter your CWRU email address in the Email field.
6.	Leave the Domain field blank.
7.	Enter the Network ID version of your CWRU email address (<i>abc123@case.edu</i>) in the Username field.
8.	Enter your Google Apps password in the Password field.



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Cancel	Exchange	Next
Domain	Optional	
Username	ctt9@case.edu	
Password	•••••	
Description	CWRU Google	Mail
QWER	TYU	ΙΟΡ
ASDFGHJKL		
	CVBN	M 💌
.?123	space	return

Step	Action
9.	Scroll down the page and enter "CWRU Google Mail" in the Description field.
10.	Tap the Next button.
	Next



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Cancel	Exchange	Next
Email	ctt9@case.edu	L
Server	m.google.com	1
Domain	Optional	
QWE	RTYU	ΙΟΡ
ASDFGHJKL		
@123	. / .com	return

Step	Action
11.	If the Email field is blank, reenter your email address.
12.	Enter m.google.com in the Server field.
13.	Tap the Next button.
	Next



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Step	Action
14.	Move the switches to the ON position to indicate which iPhone applications you wish to sync with CWRU Google Apps.
15.	When you have indicated your desired applications, tap the Save button.

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Settings Ma	il, Contacts	Calen	••••
Accounts			
Glose			>
Ecclosinge			>
CWRU Goo Mail, Contacts,	ogle Mail Calendars		>
Add Accou	int		>
			_
Fetch New	Data	Push	>
Mail			
Show	50 Recent Me	essages	>

Step	Action	
16.	When the iPhone returns you to the Mail, Contacts, Calendars page, tap the newly created CWRU Google Mail account.	



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Mail CWRU G	oogle Mail
Exchange	
Account	ctt9@case.edu >
Mail	ON
Contacts	ON
Calendars	ON
Mail Days to Syn	ic 3 Days >
Delete	Account

Step	Action	
17.	Tap the Acc	count button that contains your CWRU email address.
	Account	ctt9@case edu
	Account	



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Cancel	Account	Done
Email	ctt9@case.edu	
Server	m.google.com	
Domain	Optional	
Username	ctt9@case.edu	
Password	•••••	
Description	CWRU Google	Mail
Use SSL		

Step	Action
18.	Ensure the switch next to Use SSL is turned to the ON position.
	ON
19.	Tap the Done button. Your iPhone will now sync with CWRU Google Apps using Exchange ActiveSync.
	Done
20.	End of Procedure.