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.
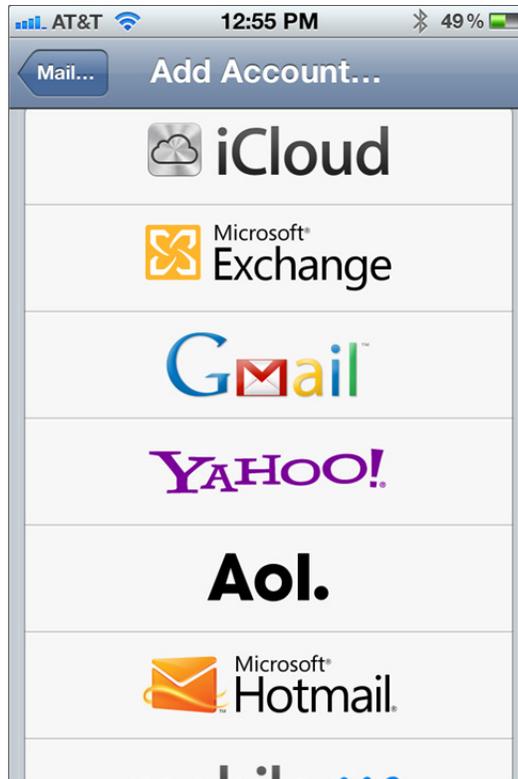
Procedure

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

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

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

Step	Action
4.	From the list of account types to add, select **Microsoft Exchange**.
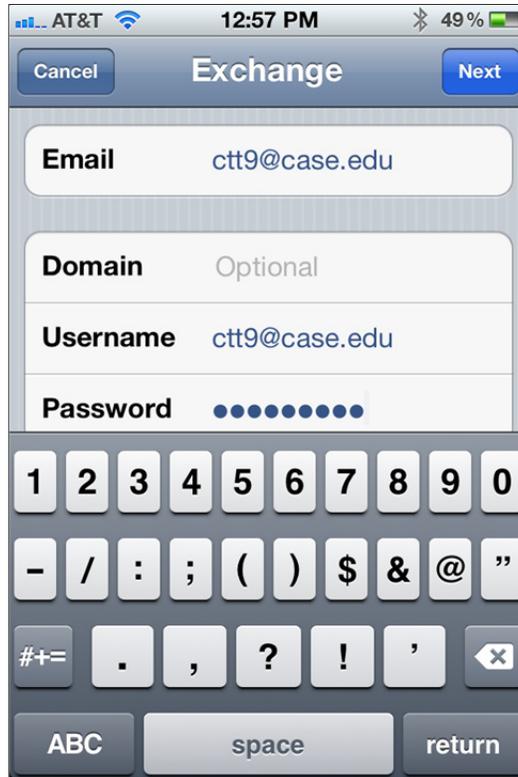
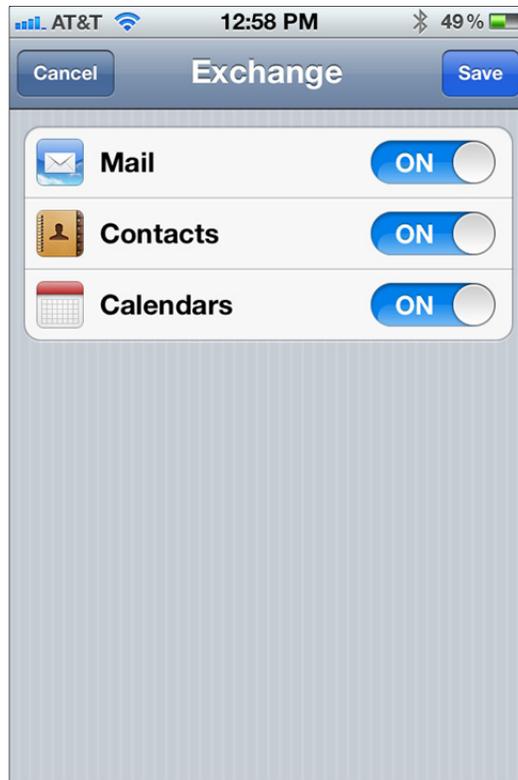| Step	Action
5.	Enter your CWRU email address in the **Email** field.
6.	Leave the **Domain** field blank.
7.	Enter the Network ID version of your CWRU email address (*abc123@case.edu*) in the **Username** field.
8.	Enter your Google Apps password in the **Password** field.
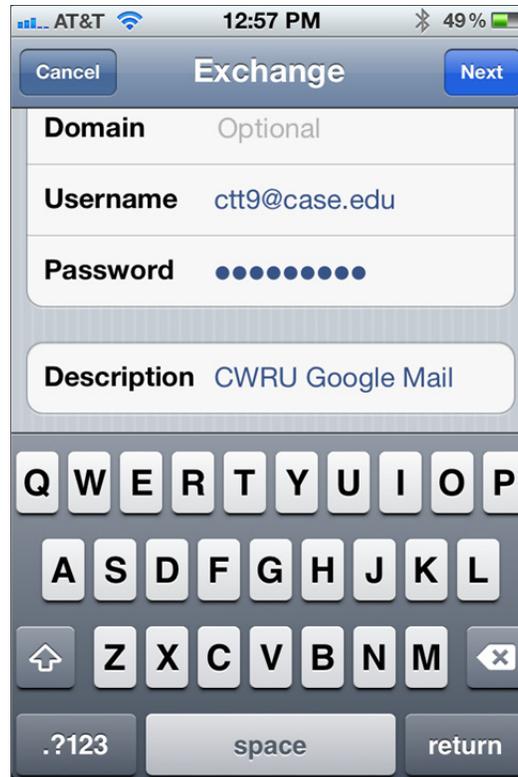
Step	Action
9.	Scroll down the page and enter "**CWRU Google Mail**" in the **Description** field.
10.	Tap the **Next** button.

Case Western Reserve
UNIVERSITY — EST. 1826
think beyond the possible™
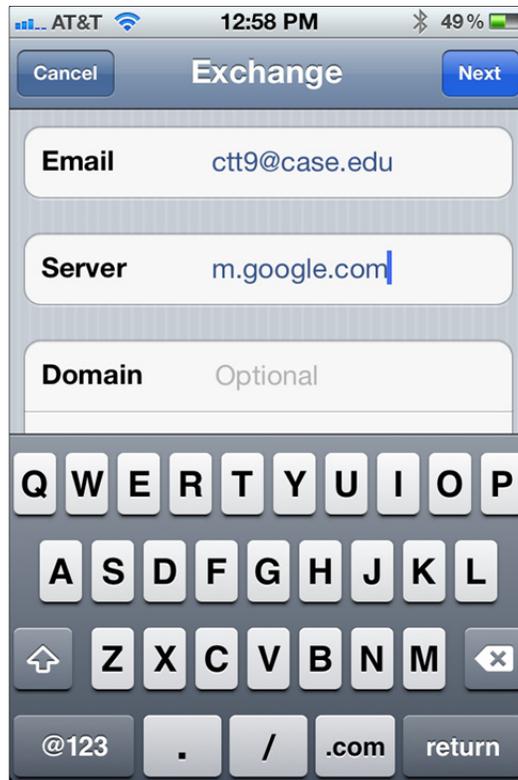
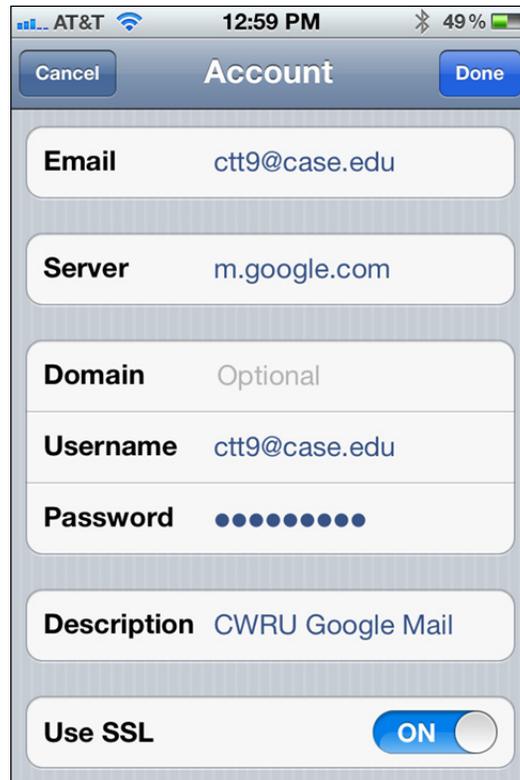| Step	Action
11.	If the **Email** field is blank, reenter your email address.
12.	Enter **m.google.com** in the **Server** field.
13.	Tap the **Next** button. Next

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.

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

Step	Action
17.	Tap the **Account** button that contains your CWRU email address.

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