

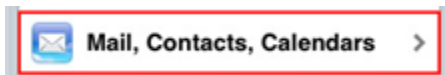
Configure your iPhone or iPod Touch to receive McGill Exchange email

To configure your McGill Exchange Account on your portable device, follow the instructions below:

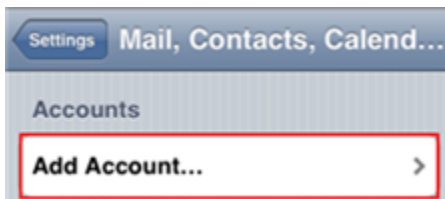
1. If you have no email accounts set up yet, click the **Mail** icon to bring up the wizard.



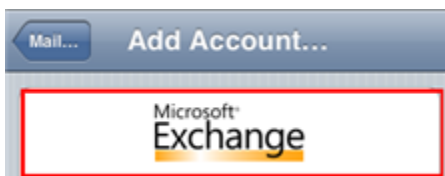
2. To add an Exchange account, click **Settings > Mail, Contacts, Calendars**.



3. Select **Add Account**.



4. Choose **Microsoft Exchange**.



5. Fill in the following for the **Exchange account information** screen:
 - o **Email:** Enter your McGill email address
 - o **Domain:** Leave blank
 - o **Username:** Enter your [McGill Username](#)
 - o **Password:** Enter your McGill Password
 - o **Description:** McGill Exchange

Once you have filled in the information, click **Next**.

- Change the server to **exchange.mcgill.ca** then click **Next**. *** See note at bottom.

- Once the settings are working, you will be prompted to select the desired items (Calendar, Contacts and/or Mail) to synchronize with McGill Exchange then click **Save**.

Your McGill Exchange account is now configured.

Note: McGill Exchange server requires SSL (Secure Sockets Layer). It is ON by default, but if it has been turned off for any reason, you can turn it on by going to **Settings > Mail, Contacts and Calendars > McGill Exchange**. Click on the account name to view the **Account** settings and set **Use SSL** to ON.

Cancel Account Done

Email first.last@mcgill.ca

Server exchange.mcgill.ca

Domain Optional

Username first.last@mcgill.ca

Password ●●●●●●●●

Description McGill Exchange

Use SSL ON