TAMU-UES Exchange E-mail Setup for Apple iOS

TAMU Exchange E-mail is an e-mail service provided by the TAMU Information Technology department. It can be accessed online at https://exchange.tamu.edu/ as well as by desktop and mobile e-mail clients. For iOS, the built in Mail program can be used to access the TAMU Exchange E-mail servers.

Setting up TAMU Exchange E-mail for iOS

The following information is needed to set up Exchange e-mail for iOS:

- Username: Your NetID@tamu.edu (i.e. jdoe@tamu.edu)
- Password: Your NetID password
- E-mail address: YourNetID@exchange.tamu.edu (i.e. jdoe@exchange.tamu.edu)
- Server Address: exchange.tamu.edu

1. In the Settings app, scroll down and tap Mail, Contacts, and Calendars [Figure #1].

[Figure #1 - Settings]
2. Tap **Add Account**... [Figure #2].

3. Tap **Exchange** [Figure #3].

4. Enter *your.netid@exchange.tamu.edu* and *your NetID password*, then tap **Next** [Figure #4].
5. You will now be asked to enter your E-mail "Server", "Domain", and "Username". Make sure to enter your_netid@tamu.edu for Username and exchange.tamu.edu for the server. Tap Next [Figure #5].

![Exchange Settings](image)

6. You will now be asked what information you want to synchronize between your iPhone/iPad and the exchange.tamu.edu e-mail server. You can synchronize Mail (e-mail), Contacts, Calendars, and Reminders. Tap Save to complete the setup [Figure #6].

![Synchronize Settings](image)
Only your inbox will automatically push* to your iPhone/iPad, unless you tell it to push additional folders. To push additional folders:

1. On your iOS device, tap the Settings app, scroll down and tap Mail, Contacts, and Calendars [fig. 01].

2. Tap the TAMU Exchange account you set up and tap Mail Folders to Push near the bottom.

3. Tap the folder or folders that you want to push. Your iPhone will synchronize these folders automatically. Also, in the "Mail, Contacts, and Calendars" preference menu, under "Fetch New Data", make sure the "Push" switch is On.

*Push is the ability to update information automatically over the air on any device or computer that has the same account. So far, Google Sync, Microsoft Exchange servers and Apple, Inc.'s iCloud service support push. Other accounts will instead fetch data at regular intervals such as every 15, 30, or 60 minutes.