

## iPhone, iPod Touch, and iPad: Exchange E-mail Configuration

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### Introduction

This document contains set up instructions to configure an Exchange account on your iPhone, iPod Touch, or iPad.

### **Before You Begin**

For best results, please update iPhone, iPod touch, and iPad to the latest version. For more information, refer to Apple's support article, [iTunes: Backing up, updating, and restoring iPhone, iPad, and iPod touch software](#).

1. Press **Settings** > **Mail, Contacts, Calendars** > **Add Account...** > **Microsoft Exchange**.
2. Enter your Pace email address in the **Email** field.
3. Enter your Pace username and password in the required fields.  
**Note: Do not specify a domain.**
5. Press **Next**.
6. You might get one or more messages:
  - \* If you receive the message, "*Cannot Verify Server Identity*," press Continue.
  - \* If you receive the message, "*Unable to Verify Certificate*," press Accept.
7. A field labeled **Server** will appear below Email. Enter **email.pace.edu** into the **Server** field.
8. Press **Next**.
9. You may receive the message, "*Unable to Verify Certificate*," a second time. (This is normal.) If you get this message, press Accept.
10. You will now be asked what information you would like to synchronize between your iPhone/iPad/iPod Touch and Exchange.
11. If you turn on **Contacts** or **Calendars**, then you will get a message that asks whether you would like to keep or delete the local data on your device.  
**Note:**
  - Press **Keep** to keep the existing contacts or calendar events on your device.
  - Press **Delete** to permanently delete the contacts or calendar events on your device and replace them with the contacts or calendar events in Exchange.

12. If you turned on **Contacts**, then you will get a message that warns you about duplicate entries.

**Note:**

- Press **Keep** to continue. Contacts with identical names will be merged into a unified view. Press **Cancel** to back out without making any changes.

13. Press **Save**.