

# Instructions for faculty and staff:

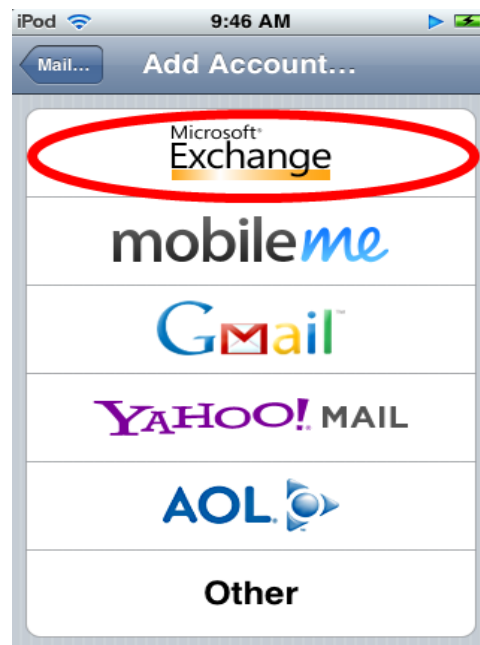
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## How to set up your mobile phone/iPad/tablet for email on Microsoft Exchange.

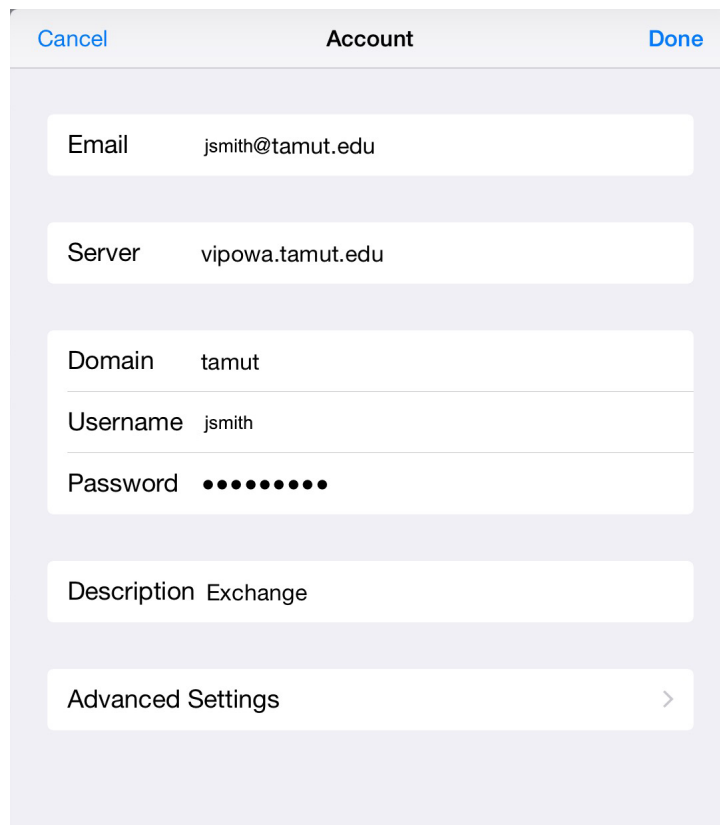
This document applies to those email accounts which are on the Exchange server.

*This does not contain information for setting up POP or IMAP for accounts hosted on a Mailhost server.*

1. Bring up "Settings"
2. Add a new Mail, Contacts, Calendars or Accounts option. (Depends on how your specific device lists it.)
3. Touch the "Add Account..." option
4. Select "Microsoft Exchange" from the list. (Could also be listed as ExchangeActiveSync or Corporatesync)



5. The next screen will ask you for your email, username and password. Enter tamut in the domain field. Enter your @tamut.edu email address. Your username (make sure you use first initial + last name) and password will be your A&M-Texarkana information. Touch "Next" once these fields have been completed.



6. After the previous screen, you can see that a new field has appeared: "Server". Verify that it equals vipowa.tamut.edu, if not enter vipowa.tamut.edu. After typing this touch "Next". You may have a popup that appears asking to accept an unverified certificate. Select "Accept".
7. The next screen is the final one; select here the services you would like to synchronize to your device such as folders, days, contacts, and number of messages.

