

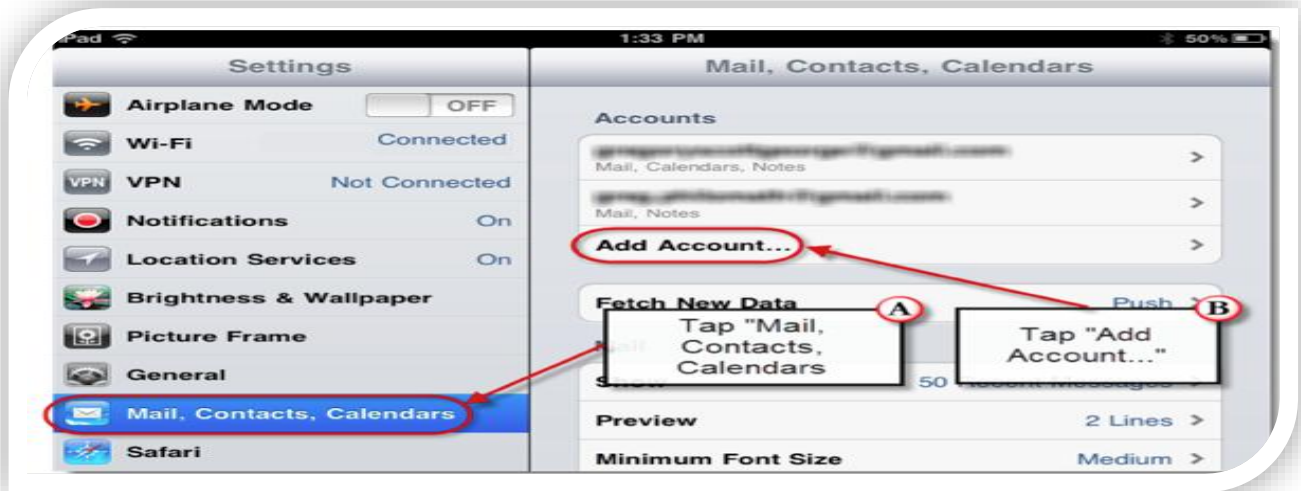
GUIDE FOR ALUMNI EMAIL CONFIGURATION FOR IPHONE / IPAD

IT SERVICES, ALFAISAL UNIVERSITY

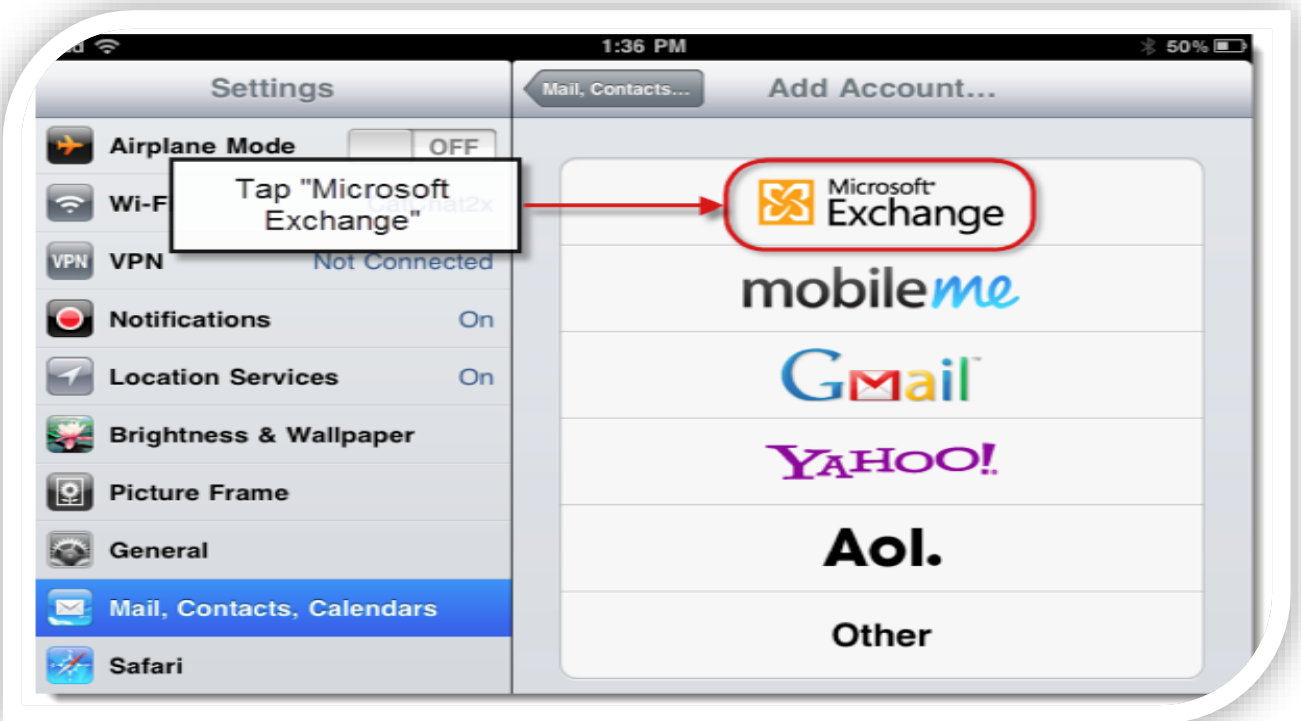
1. Press the **Menu** button and tap **Settings**.



2. Tap **Mail, Contacts, Calendars** under *Settings* and tap **Add Account...** under *Accounts*.



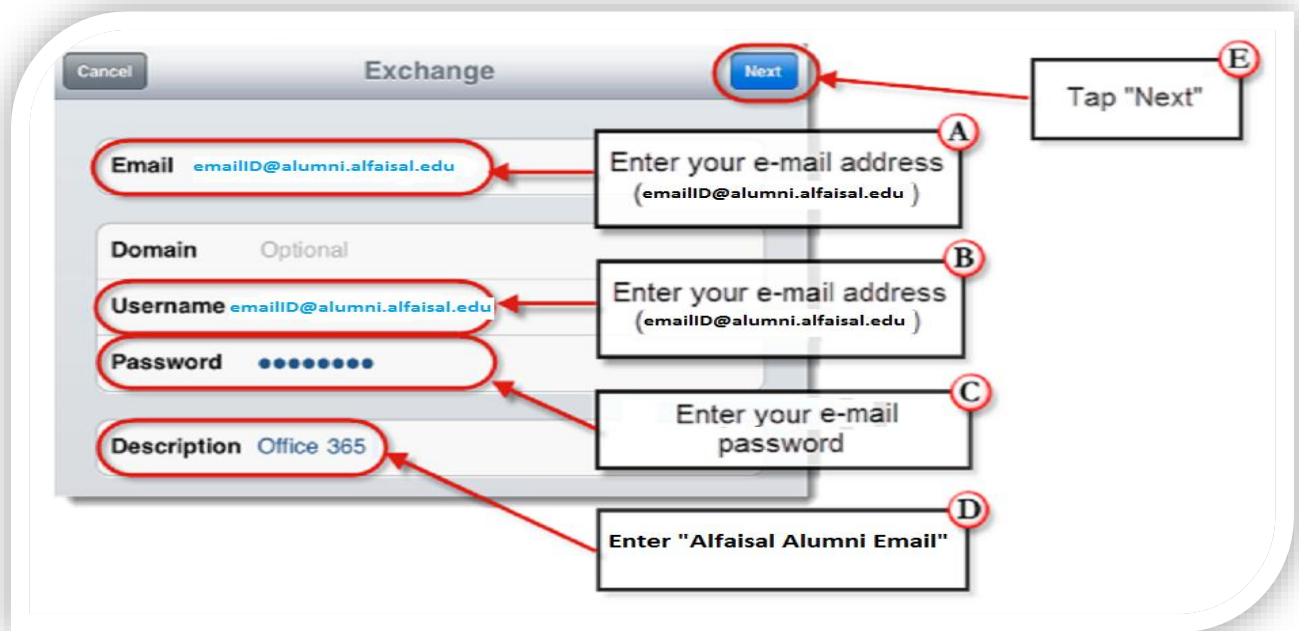
3. Tap **Microsoft Exchange** under *Add Account...*



4. In the *Exchange* dialog box:
 - A. Enter your **e-mail address** (e.g. itsupport@alumni.alfaisal.edu) in the *Email* field.
 - B. Enter your **e-mail address** (e.g. itsupport@alumni.alfaisal.edu) in the *Username* field.
 - C. Enter your **E-mail ID password** in the *Password* field.
 - D. Enter "*Alfaisal Alumni*" in the *Description* field.

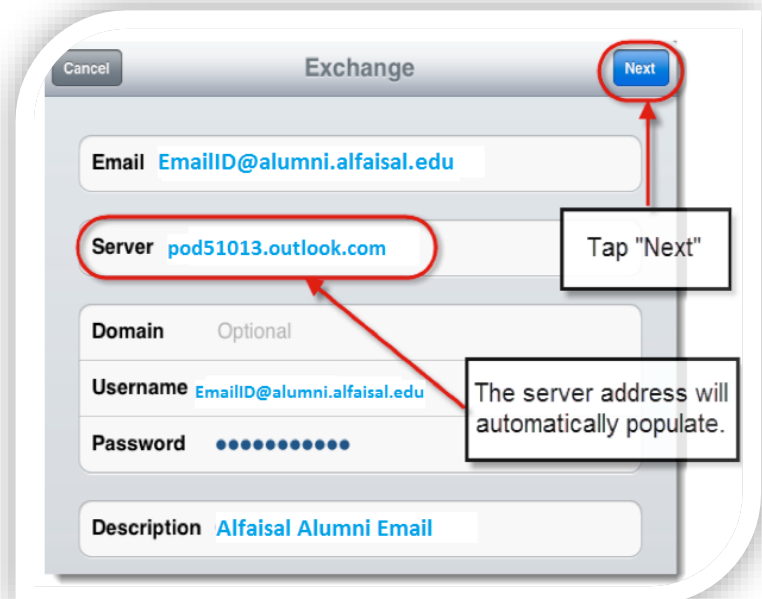
NOTE: You can use any short name that's meaningful to you, such as "Alfaisal Alumni e-mail".

- E. Tap **Next** in the upper right corner.



5. Tap **Next** in the upper right corner of the *Exchange* dialog box.

NOTE: If your iOS device is unable to automatically locate the correct Alfaisal Alumni server name, please enter "pod51013.outlook.com" in the "Server" field.



6. In the *Exchange Account* dialog box:
 - A. Choose the type of information you want to synchronize.
NOTE: By default, Mail, Calendar, and Contacts are all turned on. You can turn off synchronization for any of these.
 - B. Tap **Save** in the upper right corner



Push the **Home** button on your device, and tap **Mail** to confirm that you've set up your Alfaisal Alumni Email account.

If you have questions, or need assistance, please contact the IT Services <http://itsupport.alfaisal.edu/portal>