Setting Up Your Dickinson Email on iOS 7 OR iOS 8

Operating System Requirements

We highly recommend that you have the most recent updates for your device. If you are not sure which version of iOS your device is running, see this Apple Support article to find out: https://support.apple.com/en-us/HT201685

Procedure

1. Tap Settings:

2. Scroll down to Mail, Contacts, Calendars:
3. Tap **Add Account**:

![Add Account](image1)

4. You will be presented with several options. Select **Microsoft Exchange**:

![Microsoft Exchange](image2)
5. Enter your **full Dickinson Email Address, Password, and a Description** for the Account (ie. Dickinson Exchange) then tap **Next**:

6. You may be presented with another screen which looks similar but with more fields. If they are not already populated, enter the **Server** (email.dickinson.edu), **Domain** (FAS), and your **username** (your Dickinson email address WITHOUT the @dickinson.edu) as shown below. Tap **Next** to validate your account details:
7. Select the items you want to sync between your iPhone and the Exchange server, then tap **Save**:

![Sync settings](image)

**Note:** When you set up Exchange on iPhone or iPod touch, you may be asked if you would like to Keep or Delete the local contacts, calendar, and notes on your device. This will be the case if you've synced contacts, calendar, and notes from your computer via iTunes (or another service like Gmail or iCloud). **Unless you want the contacts, calendars, and notes on your device to be deleted and replaced with your Exchange contacts and calendar, choose Keep.**