Connect to Exchange 2010 with an iOS device (iPhone/iPad/iPod Touch)

While the below screen shots are from an iPhone, the steps are similar on an iPad or iPod Touch.

1. Make sure you have access to the Internet (whether through cellular data or through WiFi).

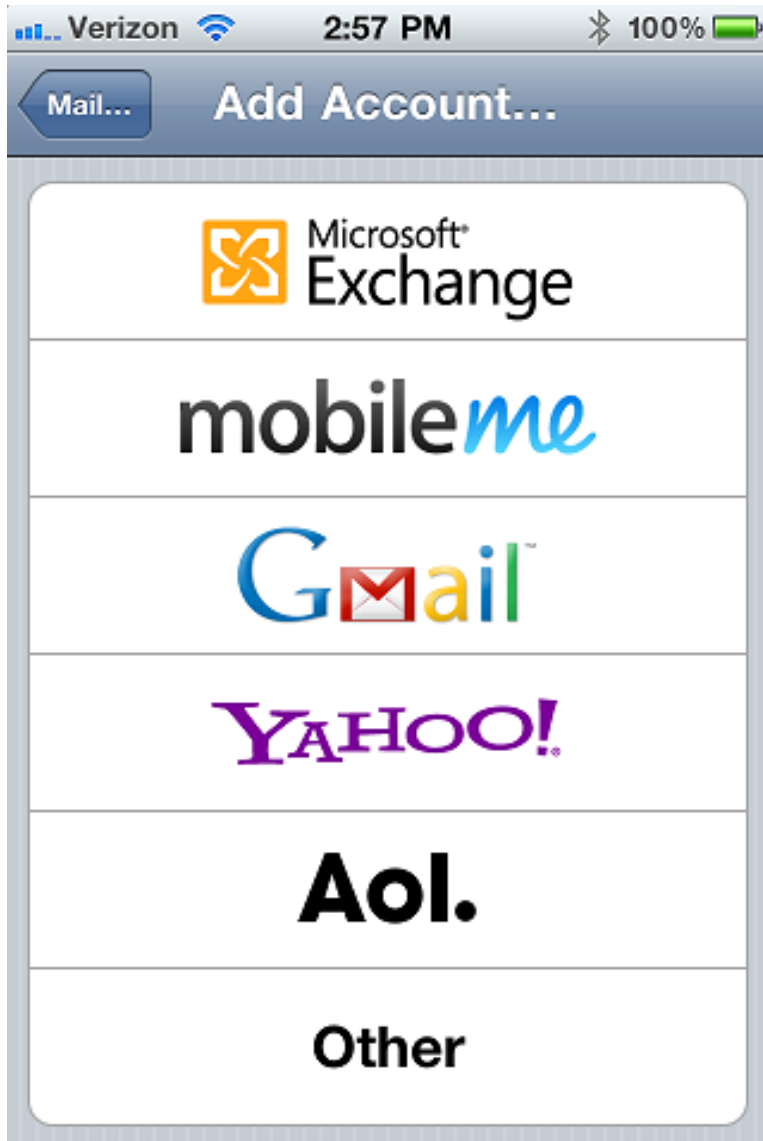2. Open the Settings screen/app.

3. Tap on "Mail, Contacts, Calendars".

4. In the "Mail, Contacts, Calendars" screen, tap on "Add Account..."

5. In the "Add Account..." screen, tap on "Microsoft Exchange".
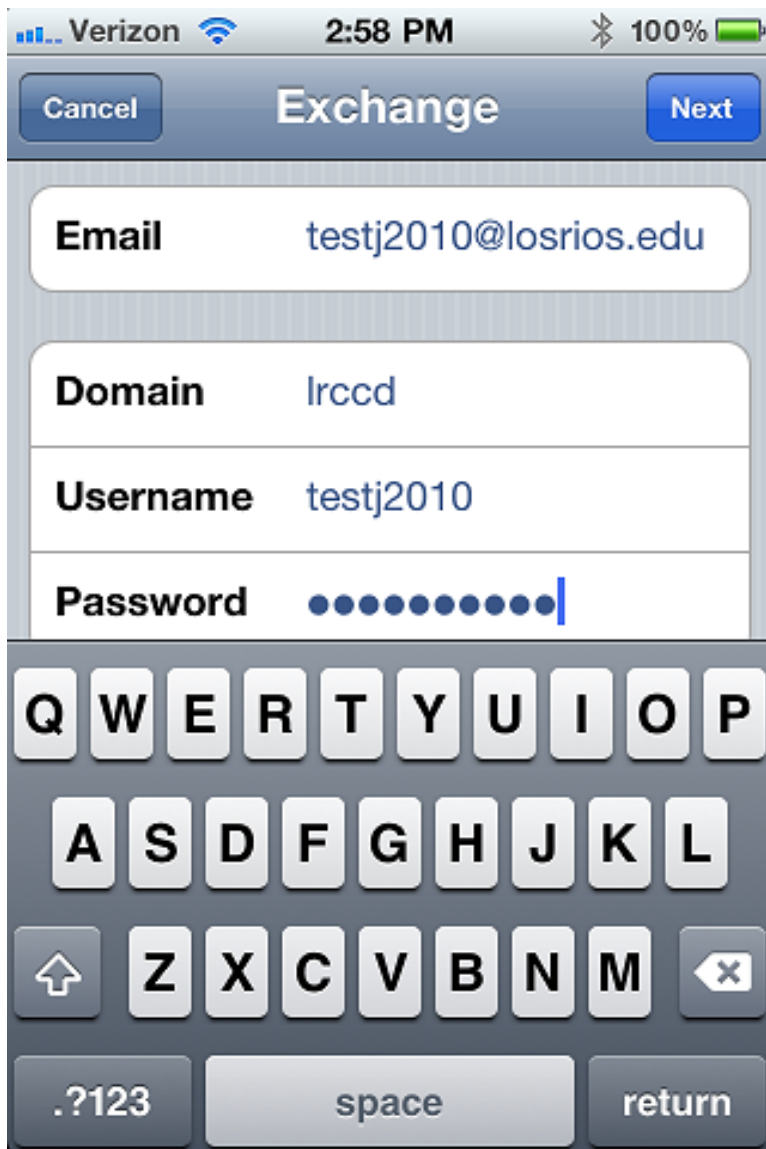
6. In the "Exchange" window, enter your:

Email Address Usually LastnameFirstInitial@losrios.edu

DomainLRCCD
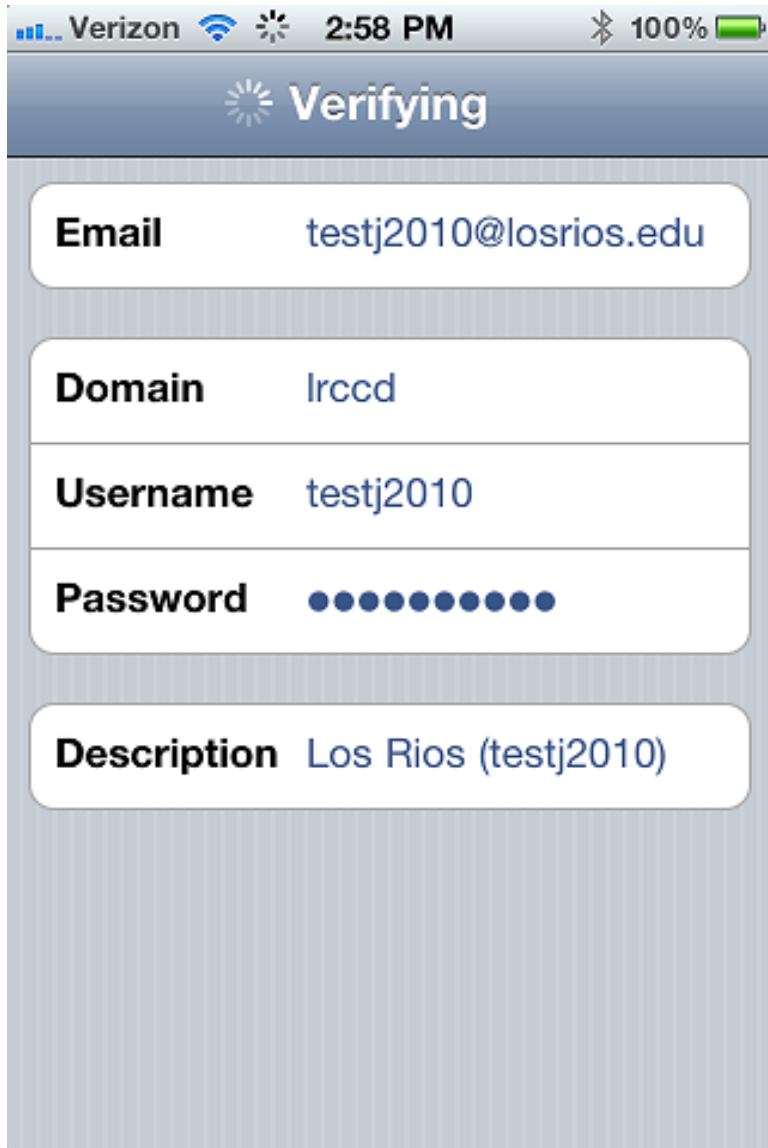
UsernameYour wemployee number, like w1234567

PasswordSame password you use when you login to your PC

DescriptionAnything that makes sense to you. This is just a comment field for your benefit.
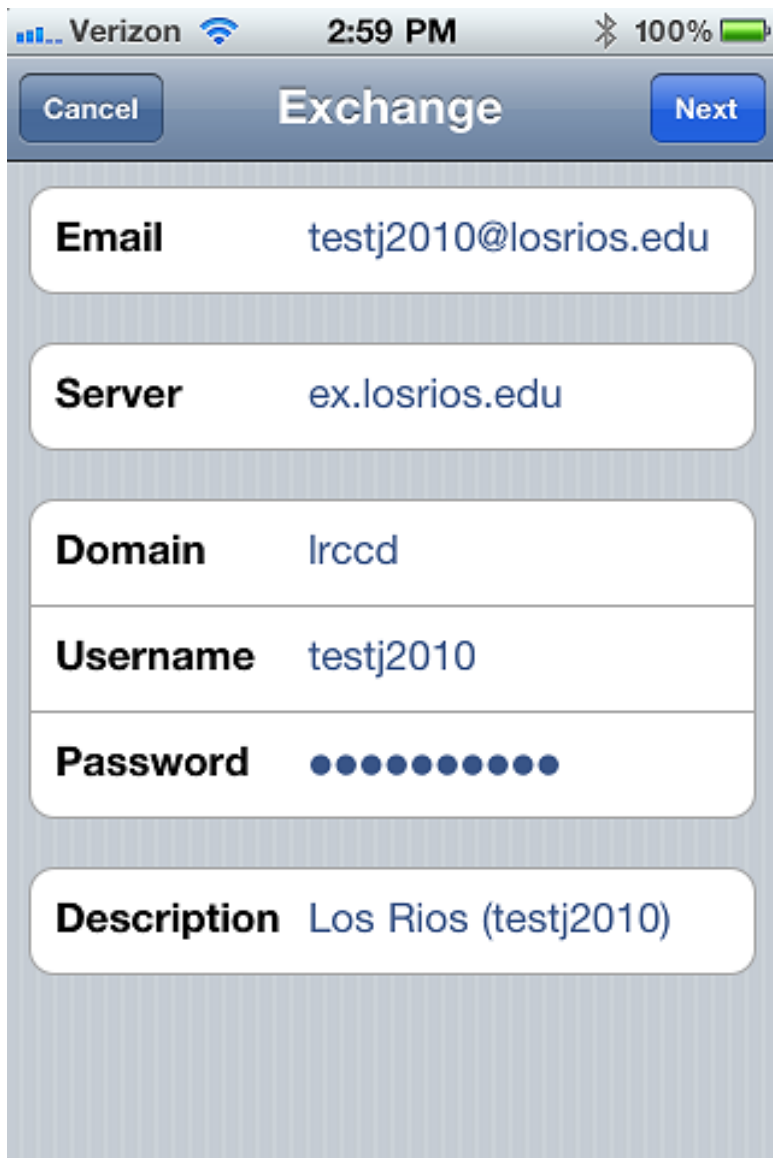
7. Tap the "Next" button.

8. At this point the magic happens. During this "Verifying" step it communicates with the Los Rios email servers to not only verify your credentials, but also lookup your email server name.

☀️ **Verifying**

Email   testj2010@losrios.edu

Domain   lrccd

Username   testj2010

Password   ●●●●●●●●●●

Description Los Rios (testj2010)

9. If all goes well, it will return you to the "Exchange" window and a new field called server. In this field will be your server name.

10. If you are on an Exchange 2010 server, it will say ex.losrios.edu. If you are on an Exchange 2007 server, it will say legacy.losrios.edu.

11. Simply tap the "Next" button.

12. A screen will appear asking you what parts of the Exchange Account you would like to have sync to your phone. Leaving them all on is suggested.

13. Tap the "Save" button.

14. At this point, your phone is setup and you are free to click the home button and enjoy your email. The last steps are optional.

15. In the "Mail, Contacts, Calendars" screen, tap the new account you created to connect with the Los Rios Exchange server.

Settings **Mail, Contacts, Calen...**

Accounts

MobileMe >
Find My iPhone

Live (James.Rafael) >
Mail, Contacts

Los Rios (testj2010) >
Mail, Contacts, Calendars

Live (jamesrafael) >
Mail, Contacts

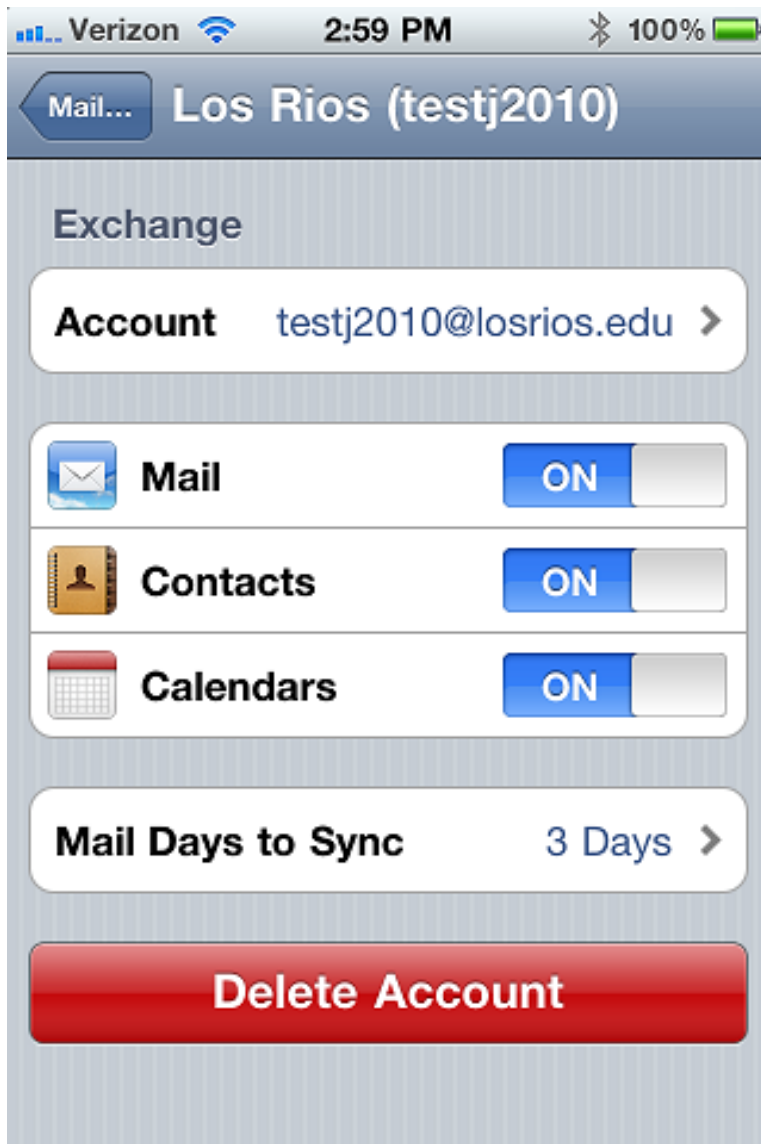**Gmail (jamesrafael0)** >
Mail, Contacts, Calendars
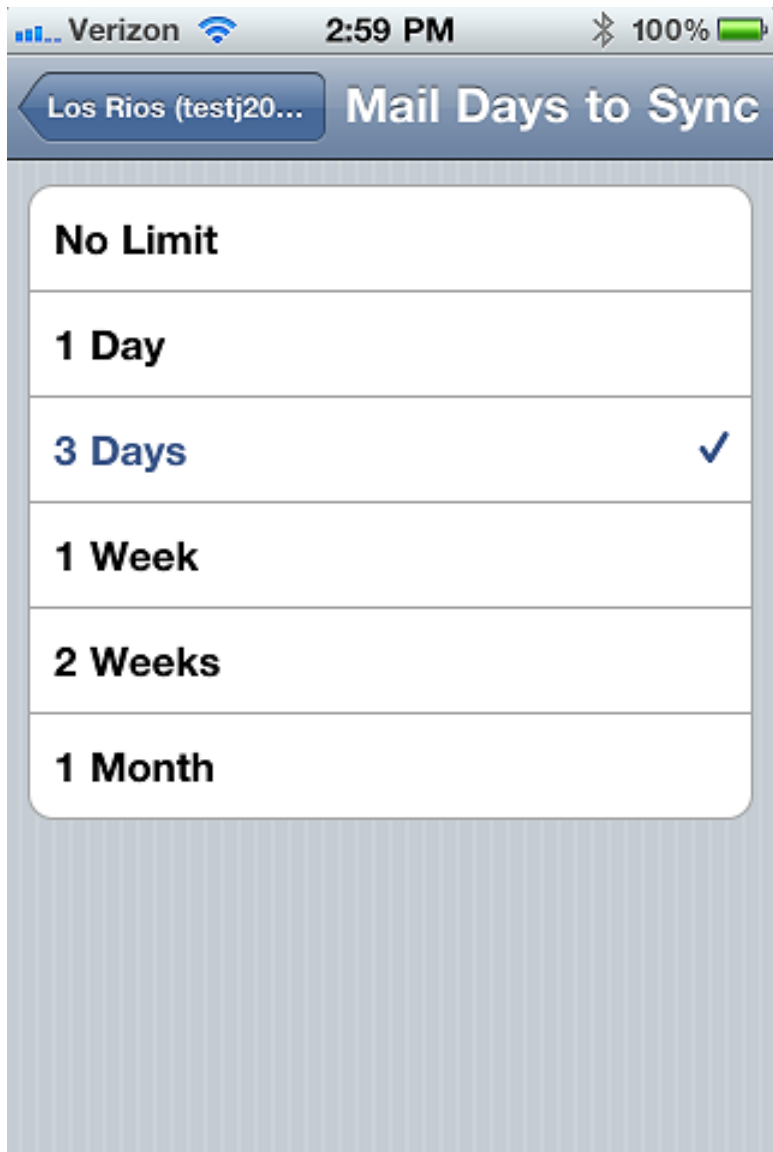
Add Account... >

Fetch New Data Push >

16. A new option will appear asking how many "Mail Days to Sync".

17. By default, it will be 3 Days. You can modify this settings, but beware that this will increase your data usage on that initial sync. Simply tap the "Mail Days to Sync" button.

18. In the "Mail Day to Sync" window, change to whichever choice makes the most sense to you.

19. At this point, configuration is complete. Click your Home button and enjoy.