**Topic: How to setup Microsoft Exchange on Apple devices**

These instructions apply to apple devices using iOS version 8.x or higher to access Microsoft Exchange and may vary on device makes and models.

Note that after configuring an Exchange ActiveSync account, if you choose to synchronize your Exchange contacts and calendar, all existing contact and calendar information on the device is OVERWRITTEN. Additionally, iTunes will no longer syncs contacts and calendars with your desktop computer. You can still sync your device wirelessly with Apple’s iCloud services.

Prior to configuring your iPhone for Exchange, please make sure you BACKUP ALL DATA ON YOUR DEVICE, INCLUDING CONTACTS! Apple provides instructions on backing up and restoring your device at their [Support Page](https://support.apple.com/en-us/HT203977)

1. Tap **Add Account**.

2. Tap **Exchange**.
3. In the Email Address field, enter your appropriate StarID account information, then tap Next.
   - Students: <Your StarID>@go.minnstate.edu
   - Faculty and Staff: <Your StarID>@minnstate.edu

4. Enter your StarID **password**, then tap **Next**.
5. Tap **Save**.

6. Email configuration is now complete.

If you are ever prompted for server or domain information, please use the following as needed:

Domain: mnstate
Incoming Server: outlook.office365.com
Outgoing Server: smtp.office365.com

**For More Information**

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.