Configuring Outlook for an iPhone, iPad or iPod Touch

January 6, 2015

For help with any of the instructions below please contact the AIMS Help Desk at 265-6900 or email help@aims.wisc.edu
Configuring Outlook on an iPhone, iPad or iPad Touch

1. From the home screen select the **Settings** app and choose **Mail, Contacts, Calendars** as shown in **Figure 1**.

2. Select **Add Account** as shown in **Figure 2**.

3. Select **Microsoft Exchange** as shown in **Figure 3**.
4. **Figure 4** shows the Exchange settings to enter as follows:

**Email:** enter your full Outlook email address

**Domain:** leave blank

**Username:** your fully qualified login credentials, i.e. 3characterlogin@aims.wisc.edu or network login@aims.wisc.edu

**Password:** the password you use to login to your computer

**NOTE** If you change your password on the network you must also change it on your Apple device!

**Description:** work email, exchange, FPM email etc… or can be left blank
5. Erase the default server and enter `mail.aims.wisc.edu`. See Figure 5.

![Figure 5](image1)

6. Select the items you want to sync as shown in Figure 6. **NOTE:** syncing contacts will ask you what to do with current contacts **DO NOT** select delete.

![Figure 6](image2)