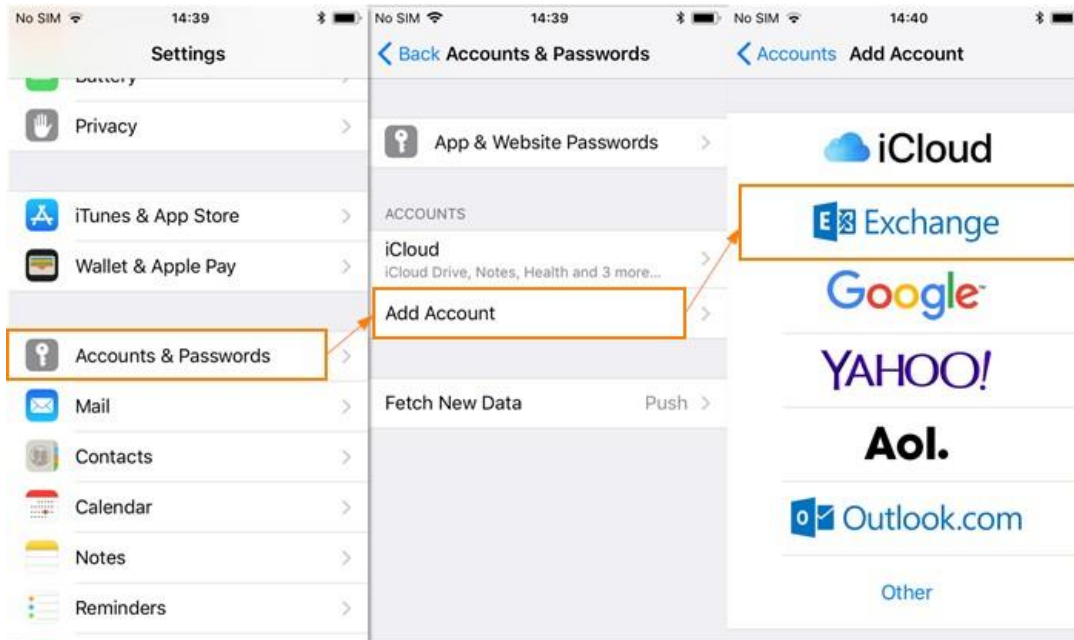# Adding an Exchange account on an iOS device

Here's how to add your Microsoft Exchange email, contacts, calendar, etc.

1.  For iOS 11: Go To **Settings** >**Accounts & Passwords** > **Add Account.**
    For iOS 10: Go to **Settings** > **Mail** > **Account** > **Add Account**.
    For iOS 9 and lower: **Settings** > **Mail, Contact, Calendars** > **Add Account.**
2.  On the Add Account screen, tap <mark>**Microsoft Exchange**</mark>.

3.  Enter the full email address in the Email field and your mailbox password in the
    Password field, then tap **Next**.



4.  The device will try to configure the Exchange server address automatically. If the
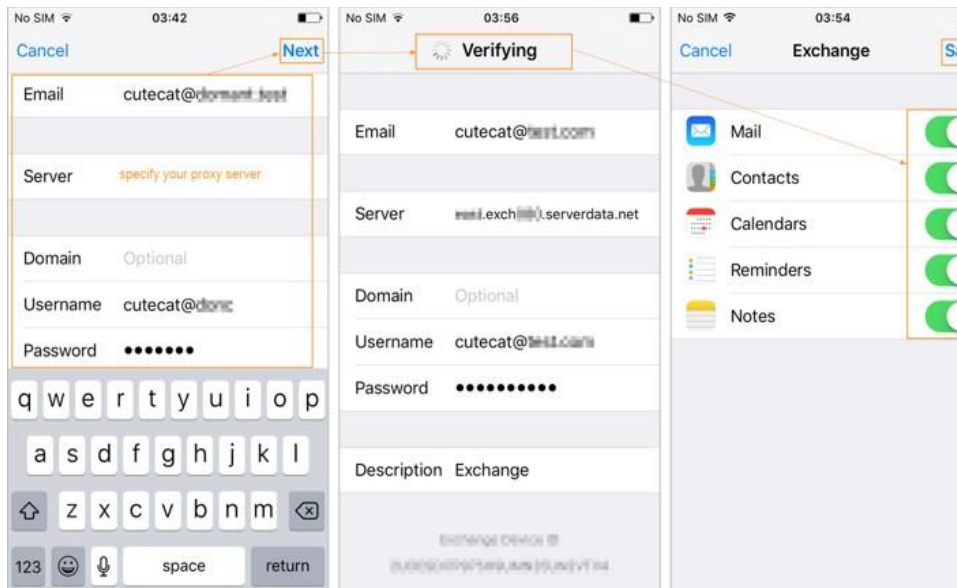    server address can't be determined, you will be asked to enter it.

    **Server name**: Contact ImageQuest for this information, if not previously  provided.
    **Domain**: Contact ImageQuest for this information, if not previously provided.
    **Username**: Contact ImageQuest for this information, if not previously provided.

5.  The device offers to immediately sync with the Exchange server.
    If you choose not to sync at this time, you can turn on calendar and contact syncing later in:
    Settings > Mail > Account, select your account. For iOS 9 and lower: Settings > Mail, Contact,
    Calendars, select your account.

# Adding an Exchange account on an iOS device



6. By default, Exchange ActiveSync pushes new data to your device as it arrives on the server. If you prefer to fetch new data on a schedule or to only pull new data manually, go to **Settings** > **Fetch New Data** to change the settings.

7. To change how many days' worth of data is synced to your device, go to **Settings** > **Mail** > **Account**, select your account. The default setting is three days.

8. To complete the setup process, **tap Save** and wait for the iPhone to test your incoming and outgoing mail settings and connect to your mailbox.

9. Finished!