

## Configuring Your iPad or iPhone With Microsoft Exchange

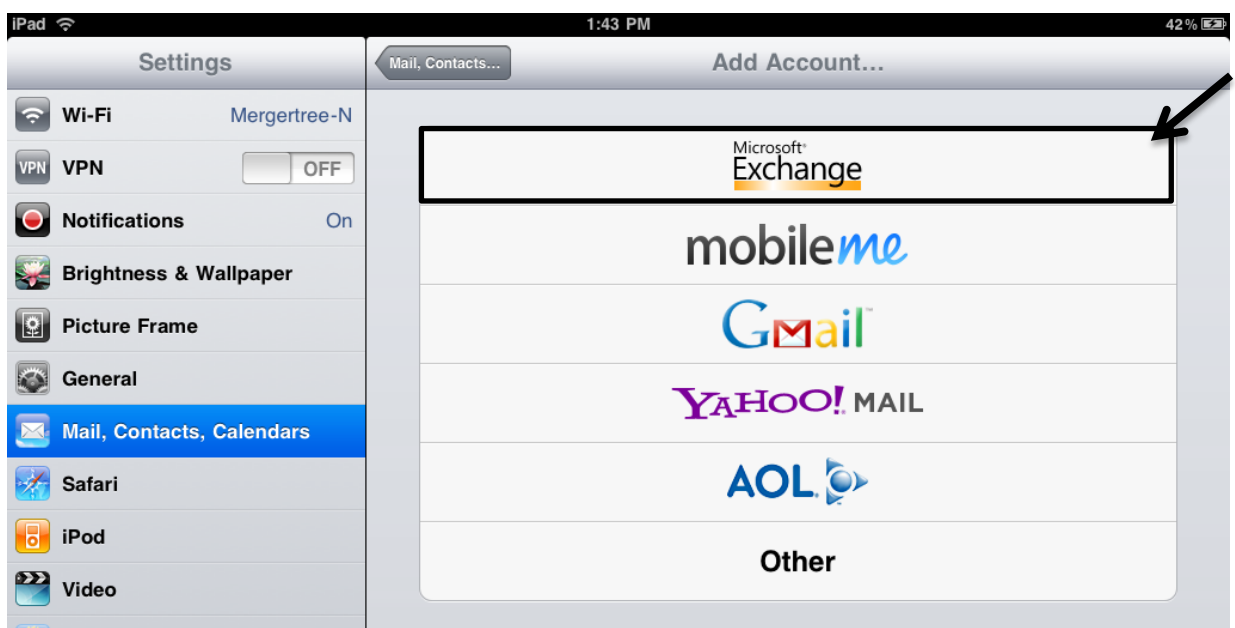
1. Tap on the **Settings** icon.



2. Tap on **Mail, Contacts, Calendars**. Then tap on **Add Account...**

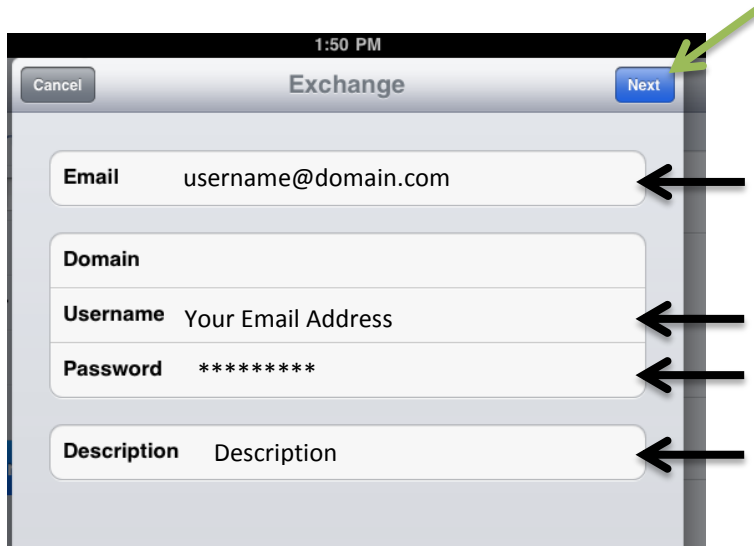


3. Tap on **Microsoft Exchange**.

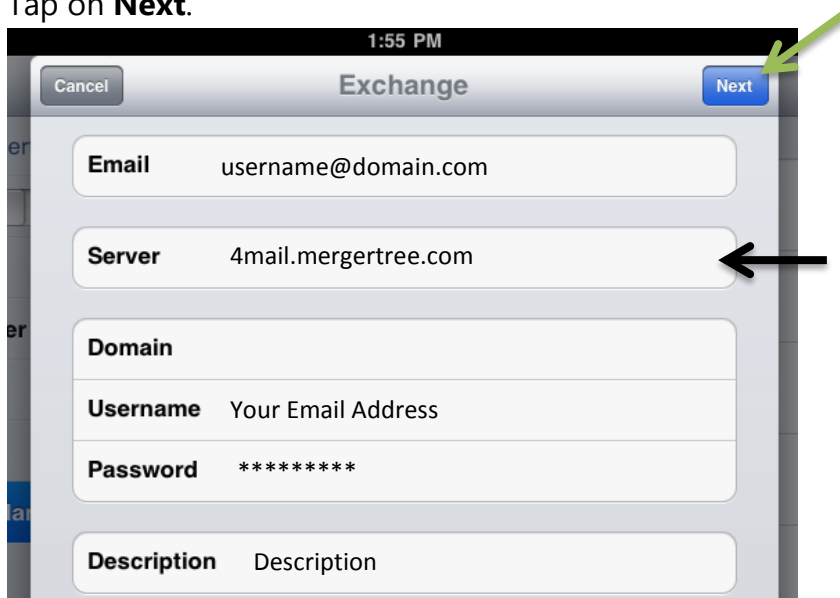


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4. Type your account information, and then tap on **Next**.  
**Email:** username@domain.com  
**Domain:** -Leave Blank-  
**Username:** Your Email address e.g. jsmith@mergertree.com  
**Password:** Your Password  
**Description:** Type a description

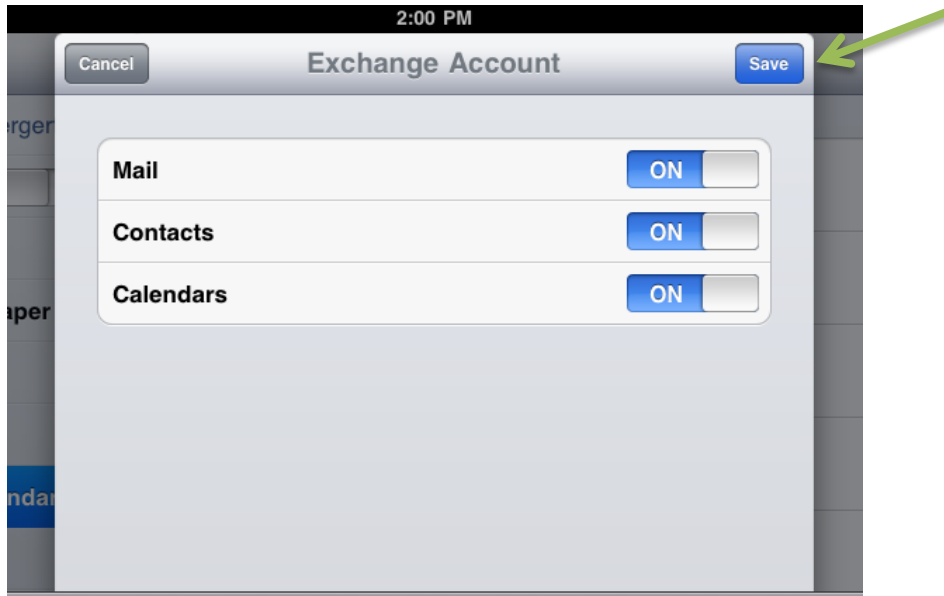


5. Your account will be verified if failed, you can manually enter the server. If verification fails, type in the **Server** address: *4mail.mergertree.com*  
Tap on **Next**.



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6. After verification is successful, make sure Mail, Contacts, and Calendars are turned on. Then tap on **Save**.



7. Now you are ready to check your email.
8. Please review the Push settings. We find it is better to turn off Push and use the time check in. This will save your battery!