

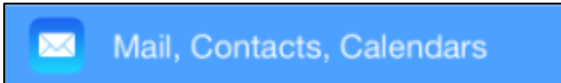
Emory Exchange: (Office365) for iPad and iPhone

Begin by Removing Your Exchange Account:

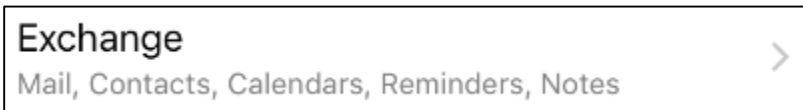
Removing your current email account by going to “Settings”,



then tap on Mail, Contacts, Calendars.



Tap on your current Exchange account.



Choose Delete Account found at the bottom of the screen. Then “Delete from My iPhone”.

Add an Account:

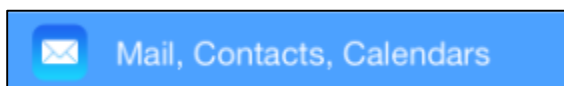
Please Note: All Mobile Devices (smartphones, tablets, etc.) that access Emory email or store sensitive Emory data must be PIN or password protected.

Emory Email Configuration

From the main screen of the iPad or iPhone tap on the “Settings” icon.



Tap Mail, Contacts, Calendars. Then tap “Add Account”.



Tap “Exchange”.



On the Exchange configuration screens that follow you will enter information about your Emory Exchange (Office 365) account. Emory Healthcare employees will provide different configuration information from university employees and faculty physicians. Look for the instructions below that match your position here at Emory.

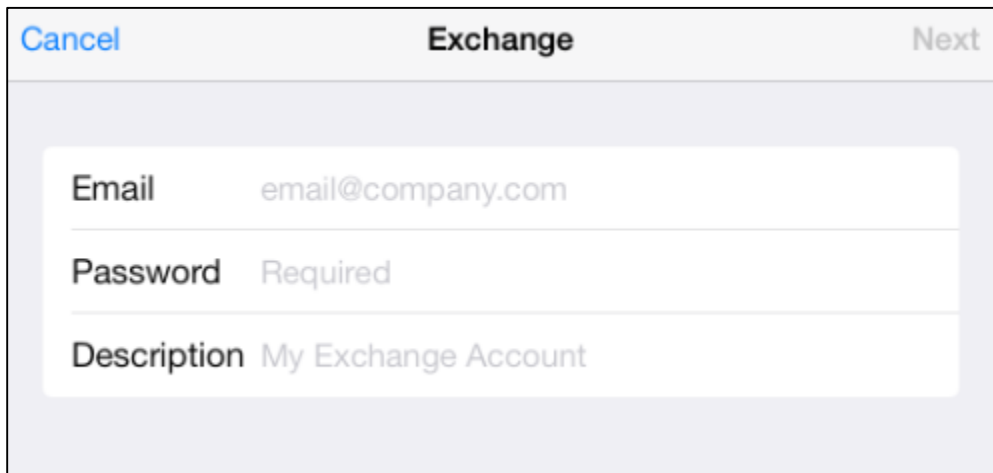
Healthcare employees whose primary (or only) e-mail address is @emoryhealthcare.org:

- Email: *EmoryHealthcareemail@emoryhealthcare.org*
- Password: *Emory Healthcare Password*
- Description: **Emory Exchange**

Physicians & University employees whose primary (or only) e-mail address is @emory.edu:

- Email: *EmoryUniversityemail@emory.edu*
- Password: *Emory University Password*
- Description: **Emory Exchange**

Refer to the list above, enter the required information and choose **Next**.



If prompted with “Cannot Verify Server Identity” choose Cancel.



Healthcare employees whose primary (or only) e-mail address is @emoryhealthcare.org:

- Email: *EmoryHealthcareemail@emoryhealthcare.org*
- Server: **Outlook.office365.com**
- Domain: Domain is not required
- Username: *EmoryHealthcareLogonID@eushc.org*
- Password: *Emory Healthcare Password*
- Description: **Emory Exchange**

Physicians & University employees whose primary (or only) e-mail address is @emory.edu:

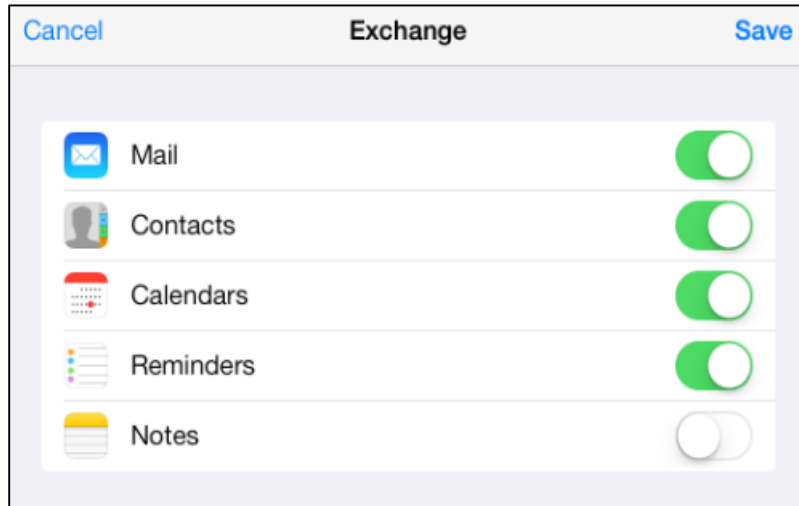
- Email: *EmoryUniversityemail@emory.edu*
- Server: **Outlook.office365.com**
- Domain: Domain is not required
- Username: *EmoryNETID@emory.edu*
- Password: *Emory University Password*
- Description: **Emory Exchange**

Refer to the list above, enter the required information and click Next.

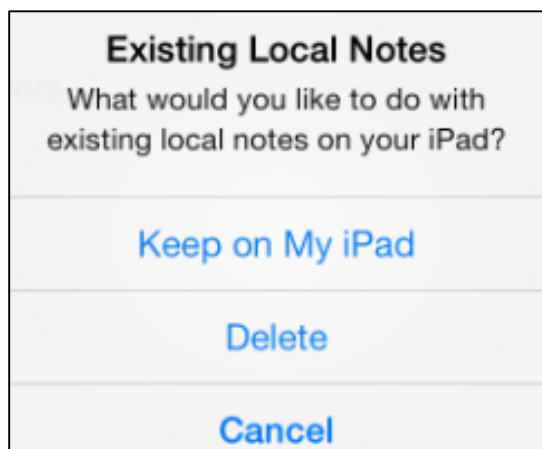
Cancel	Exchange	Save
Email		
Server	Outlook.office365.com	
Domain	Optional	
Username		
Password	●●●●●●●●●●●●●●●●	
Description	Exchange	

Next, select what information you want to synchronize between your device and Emory Exchange.

Note: Reminders are tasks in Outlook (Exchange).



If you currently have Notes, Calendar entries or Contacts on your device and you choose to turn “On” synchronization with Exchange for that type of entry, you may see a prompt similar to the example below.



If you choose “Keep on My iPad or iPhone”

- The current information will remain on your device.
- If the current information on your iPad or iPhone matches what you have in your Emory Exchange account (Contacts, Calendar, Reminders or Notes) you may see duplicates.

If you choose “Delete”

- Your current information will be deleted and replaced by information from your Emory Exchange account.
- This action cannot be undone.

When finished selecting what you want to synchronize with Emory Exchange, click Save.

Emory Exchange will take a few minutes to populate on your iPad or iPhone.