

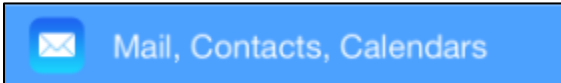
## Emory Exchange: (Office 365) for iPad and iPhone

### Begin by Removing Your Exchange Account:

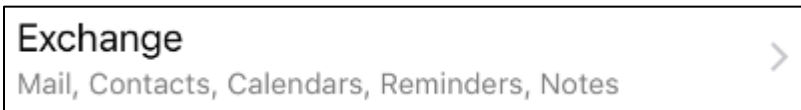
Remove your current email account by going to “Settings,”



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:

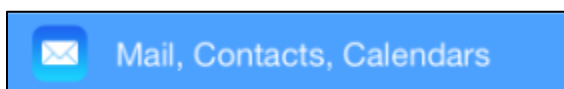
**Please Note:** All Mobile Devices (smartphones, tablets, etc.) that access Emory email or store sensitive Emory data must be PIN or password protected.

### **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) email address is @emoryhealthcare.org:**

**You must have the following information before proceeding:**

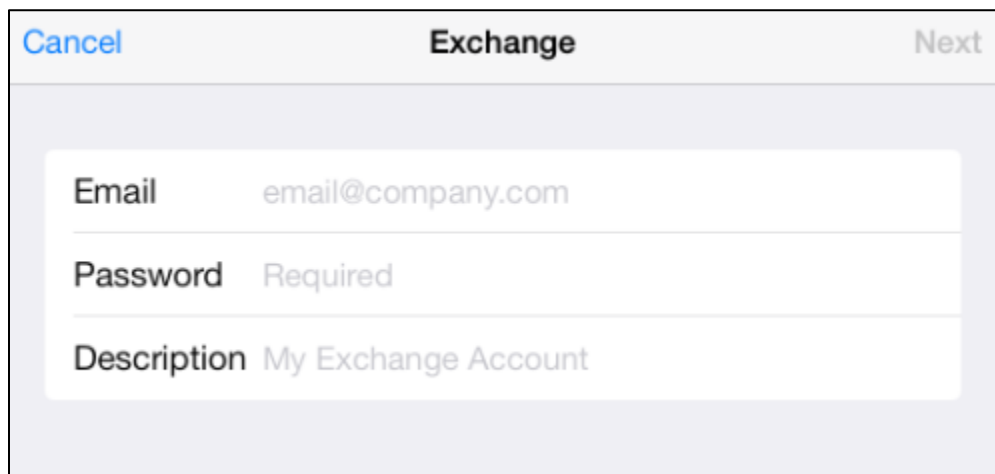
- **Your Emory Healthcare email address** (example: John.Doe@emoryhealthcare.org)
- **Your Emory Healthcare password** (the password you use to login to the EHC Virtual Desktop)
- **Description: EmoryExchange**

**Physicians & University employees whose primary (or only) email address is @emory.edu:**

**You must have the following information before proceeding:**

- **Your Emory University email address** (example: jdoe@emory.edu)
- **Your Emory University password** (this password may be different from the one you use to login to the EHC Virtual Desktop)
- **Description: EmoryExchange**

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



The screenshot shows a configuration window titled "Exchange" with "Cancel" on the left and "Next" on the right. The main area contains three input fields: "Email" with the value "email@company.com", "Password" with the value "Required", and "Description" with the value "My Exchange Account".

If prompted with “Cannot Verify Server Identity,” choose “Continue.”



The screenshot shows a dialog box titled "Cannot Verify Server Identity". The text inside reads: "Exchange cannot verify the identity of 'emoryhealthcare.org'. Would you like to continue anyway?". Below the text are three buttons: "Cancel", "Details", and "Continue". The "Continue" button is highlighted in blue, indicating it is the selected option.

**Healthcare employees whose primary (or only) email address is @emoryhealthcare.org:**

- Email: \_\_\_\_\_@emoryhealthcare.org  
(e.g., john.doe@emoryhealthcare.org)
- Server: **Outlook.office365.com**
- Domain: leave blank
- Username: YOU MUST ENTER YOUR USERNAME IN THIS FORMAT:  
your-EmoryHealthcare-LogonID@eushc.org  
(e.g., n123456@eushc.org)
- Password: your Emory Healthcare Password (the password you use to login to the EHC Virtual Desktop)
- Description: EmoryExchange

**Physicians & University employees whose primary (or only) email address is @emory.edu:**

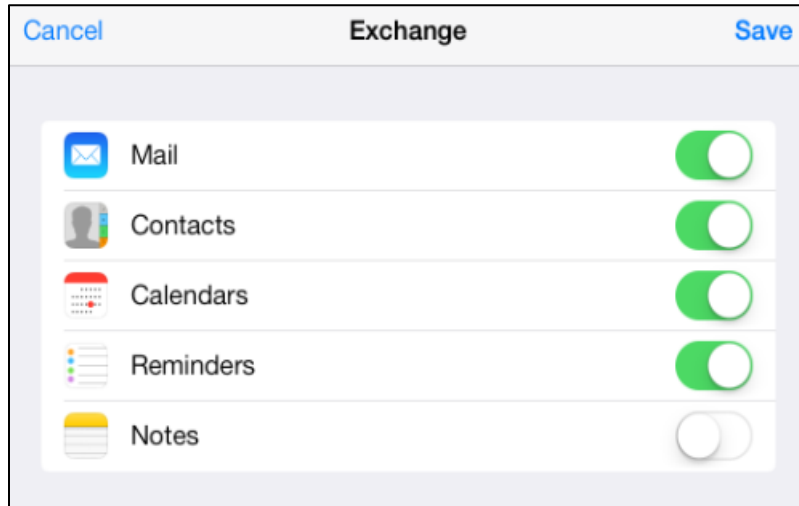
- Email: \_\_\_\_\_@emory.edu
- Server: **Outlook.office365.com**
- Domain: leave blank
- Username: YOU MUST ENTER YOUR USERNAME IN THIS FORMAT  
your-EmoryUniversity-NETID@emory.edu  
(e.g. jdoe@emory.edu)
- Password: your Emory University Password (this password MAY be different from the password you use to login to the EHC Virtual Desktop)
- Description: EmoryExchange

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

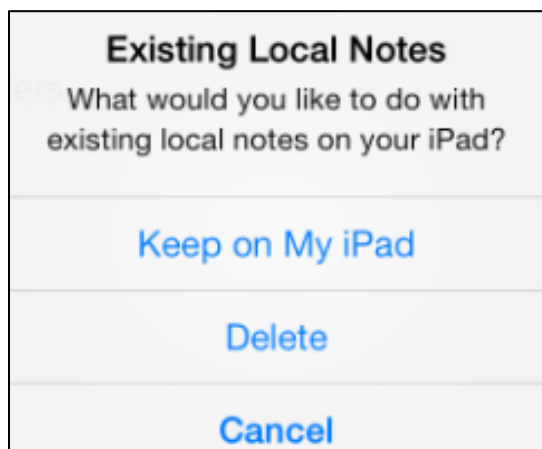
Cancel	Next
Email	your Emory Email address
Server	Outlook.office365.com
Domain	
Username	your EHC Logon ID@eushc.org or your Emory University NetID@emory.edu
Password	your EHC password or your Emory University password
Description	EmoryExchange

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.