

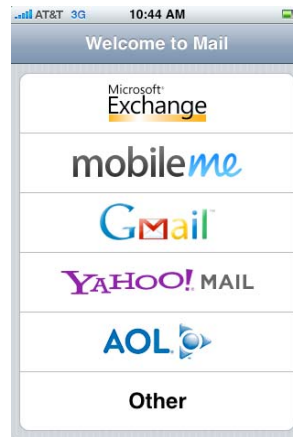
## Instructions on adding Cabrini Exchange to iPhone Mail

From the main screen, select **Settings**

From the **Settings** menu, select **Mail, Contacts, Calendars**

Next select **Add Account**

Choose **Microsoft Exchange**



Enter your:

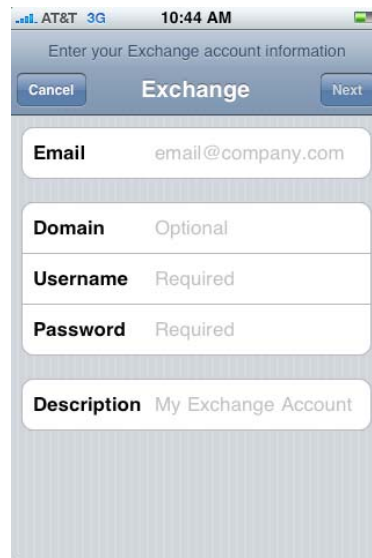
E-mail address, ex: [abc123@cabrini.edu](mailto:abc123@cabrini.edu)

Domain: CABRININT

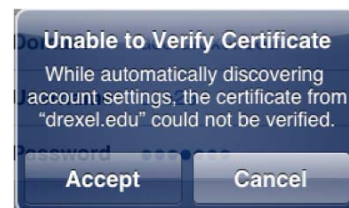
User name: ex: abc123

Enter in your e-mail password

Select **Next** on the top right of the screen



On the next prompt, **Unable to Verify Certificate** select **Accept**



On the server screen, enter in:  
**Exchange.cabrini.edu**

On the prompt, **Unable to Verify Certificate**,  
Select **Accept**



Once the account is verified, turn on contacts and calendars (if you want these options) and select **Save**.

### **Verification Process (To check settings)**

Press the **Home** button to go back to the main screen

Select **Mail**

Select the e-mail account you just added and select **Inbox**

The iPhone will now update your e-mails, calendars and contacts

Once the update is complete, go back to the main screen

Select Calendar and your exchange calendar should now be listed.

**Note:** If the settings do not allow a sync to your account, additional settings may need to be added. One to check is to see if **SSL** is enabled. To check this, select **Settings < Mail, Contacts, Calendars**. Select the account that you just added and towards the bottom of the menu (scrolling down may be required), the option for SSL should be visible.