Setting up Exchange ActiveSync on iPhone/iPad

You can access state email on a personally owned device but not directly. It should be noted that the NYSeMail security policies will be loaded on the device. The policy will require it to lock every 3 minutes and require a password to unlock. This password will need to be changed every 90 days. The password needs to be 8 characters long.

The following information is required:

1. Primary SMTP address (e.g. FirstName.LastName@its.ny.gov).
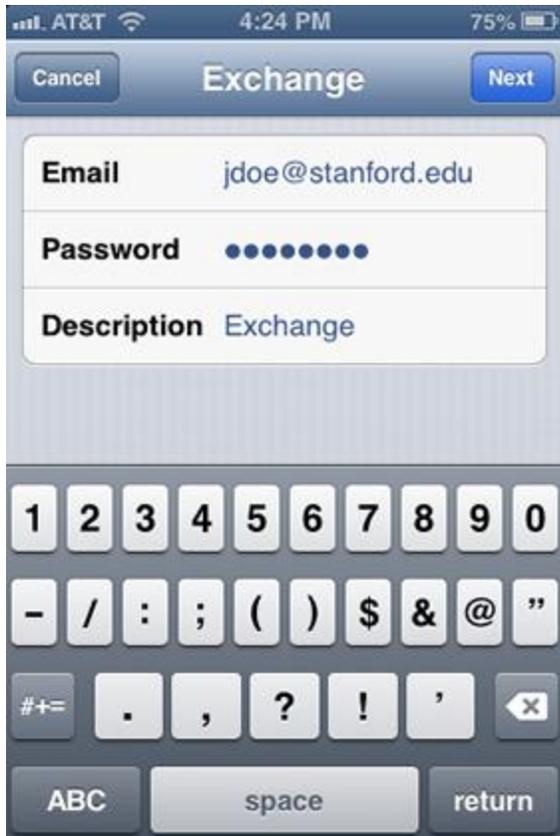2. User password

When configuring the iPhone/iPad devices you will need to add an account to the device. An example of how that account needs to be configured is shown below. Be sure to use the password for the account being added, and the server needs to be configured as mail.ny.gov. The description can be whatever the user wants.

To set up your iPhone/iPad to access Exchange ActiveSync, follow these steps:

1. On your iPhone's/iPad's home screen, tap **Settings**.
2. Tap **Mail, Contacts, Calendars**.
3. Tap **Add Mail Account**.
4. Tap **Microsoft Exchange**. NOTE: Only one Exchange ActiveSync account can be set up at once.
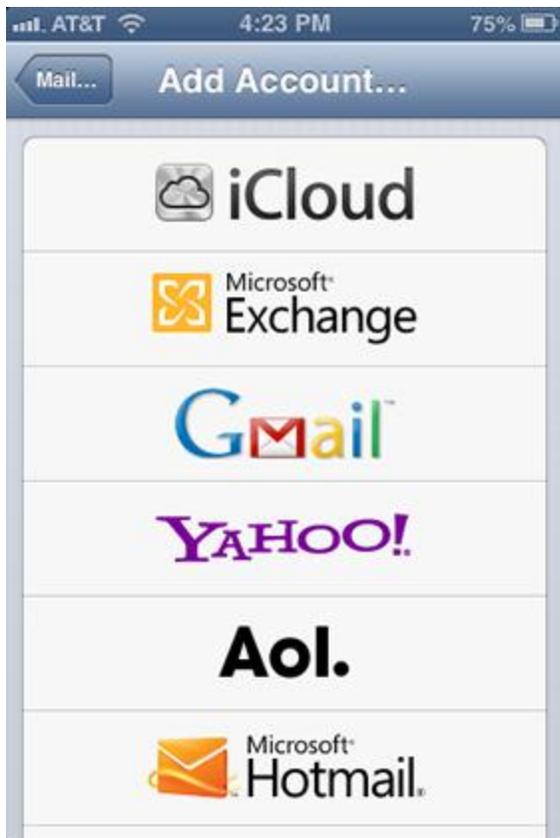
Select the option for Microsoft Exchange.

Enter the following and then tap **Next**.

- **Email:** firstname.lastname@its.ny.gov
- **Password:** current NYS user password
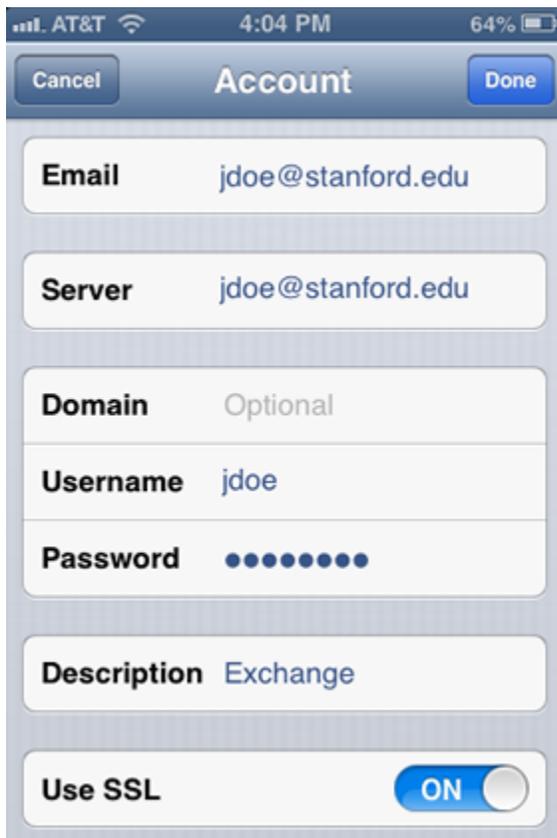- **Description:** Office365

Enter the following and then tap **Next**.

- **Server**: outlook.office365.com
- **Domain**: blank
- **Username**: firstname.lastname@its.ny.gov

- Your Exchange account now appears in the Mail, Contacts, Calendars section. Select it to view the Settings.
- Tap **Account**.

- Scroll down and verify that **Use SSL** is turned **ON**. and then tap **Done**.

How to Enable SSL on an iPhone

Instructions

Push the bezel button, also known as the "Home" button, on your iPhone and swipe your finger on the arrow bar to unlock the iPhone.

Tap the "Settings" icon on your iPhone's screen, and tap the "Mail, Contacts, Calendars."

Tap the name of your existing email account under the "Accounts" section, and tap "Account Info" at the top of the screen. Tap "Advanced" and slide your finger over the "OFF" switch on the "Use SSL" tab to turn it on.

Select the "Authentication" tab, and select "MD5 Challenge-Response," "NTLM," "HTTP MD5 Digest" or "Password" as your authentication method. By default, most email servers use "Password" unless stated otherwise

Tap the "Advanced" tab in the upper-left corner of the screen to return to the previous menu. Press the bezel button on your iPhone to return to the main menu.

The iPhone will display a list of collaboration items to sync with Exchange ActiveSync. Choose from the list and tap **Done** to initiate the first sync.