



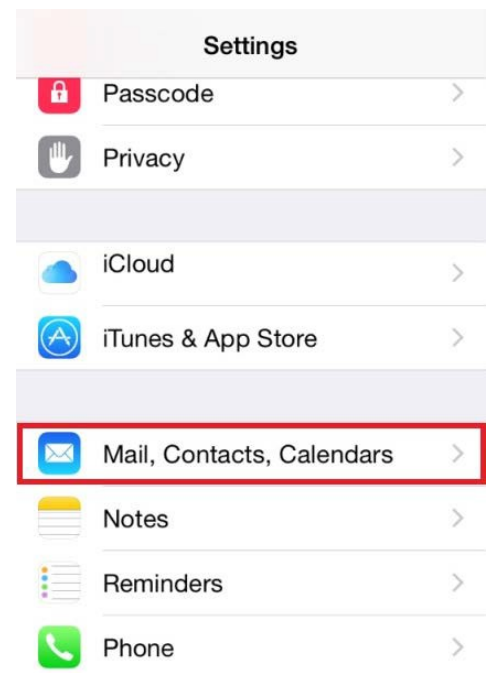
Exchange Email Setup for iOS Devices

SSU IT Help Desk
helpdesk@sonoma.edu
(707) 664-4357
Updated: 6/07/2016

1) Select **Settings** from your Home screen.



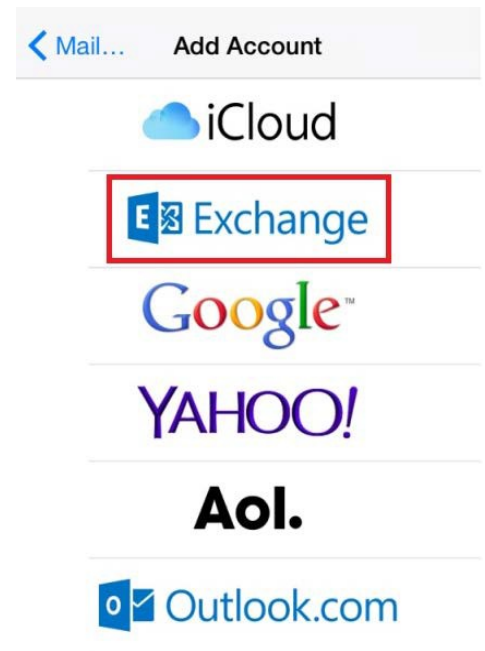
2) Select **Mail, Contacts, Calendars**



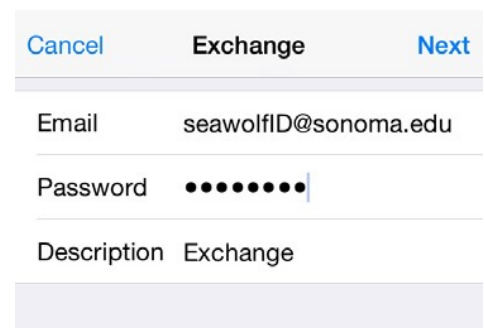
3) Select **Add Account**



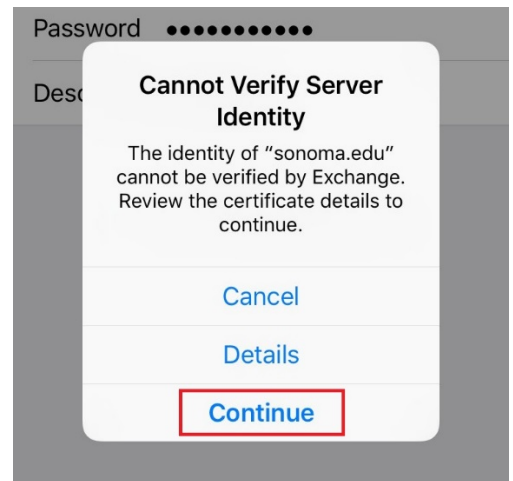
4) Select **Exchange**



5) Enter your SSU email address and password (replace SeawolfID with your own username). You can change the **Description** field to something more descriptive, if desired. Press **Next** when finished.



6) Select **Continue**.



7) Enter the following for their respective fields:

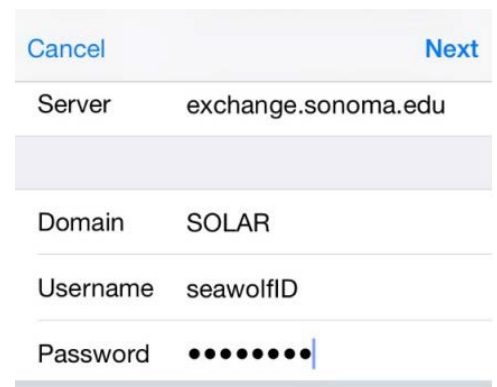
Server – exchange.sonoma.edu

Domain – SOLAR

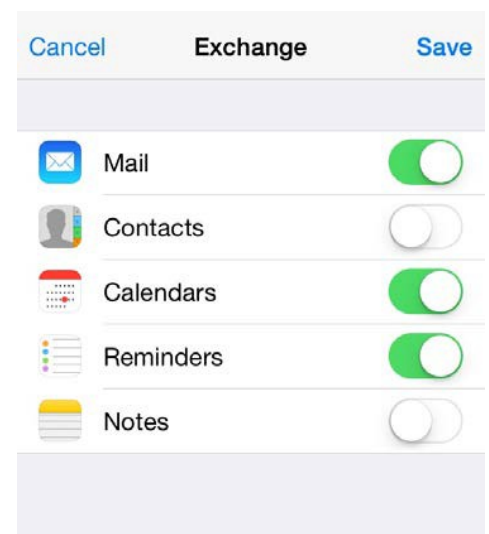
Username – Your Seawolf ID

Password – Your Seawolf ID password

Select **Next** when finished.



8) Set the desired settings and select **Save**. A passcode is required to access your newly setup email account. If you are not prompted for one, see below for steps on how to do so manually.



Passcode Setup

If you do not already have a passcode, and you are not prompted to set one up, you will need to complete the following steps in order to receive email from your sonoma.edu email account.

1) Select **Settings** from the Home screen.



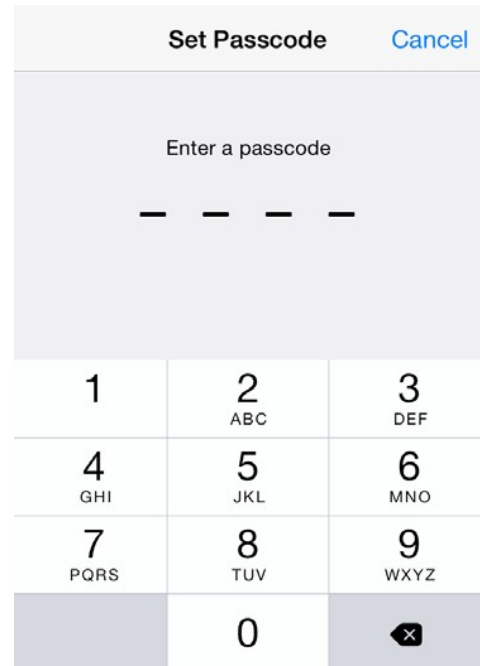
2) Select **Passcode**.



3) Select **Turn Passcode On**.



4) Enter a four digit passcode.



5) Reenter your passcode.

Set Passcode [Cancel](#)

Re-enter your passcode

— — — —

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
	0	⌫