

Setting up FGC Outlook account on iPhone

Both iPhone and iPad have built-in Exchange support, and you can set it up in no time. Once you follow the steps in this tutorial, you will have your Exchange email, Exchange Calendar, and Exchange Contacts happily syncing on your iOS device.

What you will need

First and foremost, you will need an iOS based tablet and/or phone and an internet connection. You will also need a working Exchange account with which to connect your device.

The following information is necessary in order to set up your Exchange account:

Exchange server address (in our case, it is **mail.fgc.edu**).

Username and password for account (this is your FGC **firstname.lastname**)

Domain name for account. (**FGC.edu**)

Step-by-step instructions

Open the Settings icon

Click the Mail, Contacts, and Calendars selection

Click Add Account...

Select the account type, in this case, Microsoft Exchange.

Email: **firstname.lastname@fgc.edu**

Domain: **fgc.edu**

Username: **firstname.lastname**

Password: **<enter your password>**

Description: **Enter a description for this account just to identify it from other accounts (i.e. FGC Email)**

Then click the **Next** button in the upper right. The device will connect to the server for verification of credentials before continuing.

Once verified, a new section will appear underneath where you entered your email address. It will be called "**Server**". Type in the following for the Server field:

mail.fgc.edu

Click **Next** in the upper-right corner. Again, it will verify.

Once verified, it will ask you to select which items to sync to this device from your FGC Exchange account. You can toggle each feature on and off by moving the slider for each of the options. Set the Mail, Contacts, and Calendars up as you desire.

Click **Save** in the upper-right corner. The account will configure.

You should find that the same instructions will work with all iOS based devices running at least iOS version 4.0 or greater with very little modification. Please note, version 5.0 is recommended. Phone and iPads purchased after about October 2011 will Have iOS 5.0 minimum, and will require no further updates. The settings should be extremely similar -- if not identical – for iPad device setup.

With an Exchange account set up on your Apple device, you will find one built-in application to handle all mail functions in one app. When you set up the email account for an Exchange server, it automatically pulls the information for calendar and contacts — as long as you've set it up to do so. The Mail icon will be available on your home screen on the bottom bar.

Troubleshooting

It should be very simple to set up these accounts. If you have trouble with this process, the cause is most likely an incorrect address, domain, or password mistyped. Worth noting also, three mistyped or incorrect password attempts will result in automatic suspension of your account for 30 minutes by the server. If this happens, please contact Technology Help Desk at 754-4408 to have your account unlocked.

Please give us a call or email if you have any problems.