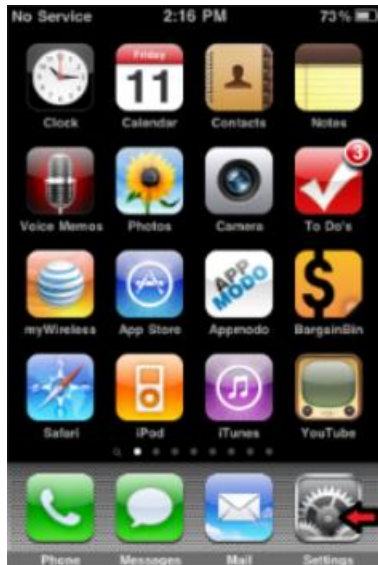


## Configuring iPhone for use with Otterbein's Email

Here are some screenshots and instructions for setting up email on your iPhone 3G or iPhone 3GS :

Step 1 : (Very Important) Before doing anything else, make sure that your iPhone is connected to some sort of internet connection. You can do this by opening up Safari and browsing to a few websites just to make sure. If you are not connected to the Internet via WI-FI or 3G internet connection, setting up your email will not work.

Step 2 : From your "Home Screen" (Shown Below – Note: yours may look different) Tap the "Settings" Button



Step 3 : Tap "Mail, Contacts, Calendars" from the settings menu. (Shown Below)

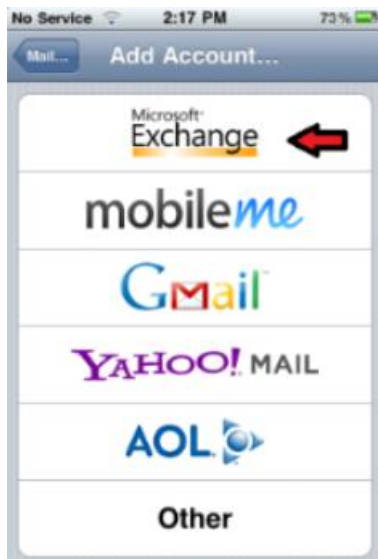


Step 4 : Click “Add Account...” (Note : You may also set up other email accounts from this screen Ex. Gmail / AOL / Yahoo / Hotmail / Etc.)

These Instructions only contain information on how to setup your Otterbein Email Account with Active Sync.



Step 5 : Tap on ‘Microsoft Exchange’ (Shown Below)



Step 6 : Tap “Account Info”



Step 7 : Enter all of your Account Information

**Email :** [username@otterbein.edu](mailto:username@otterbein.edu) (Faculty/Staff) or [user.name@otterbein.edu](mailto:user.name@otterbein.edu) (Students)

**Server :** ocwebmail2007.otterbein.edu

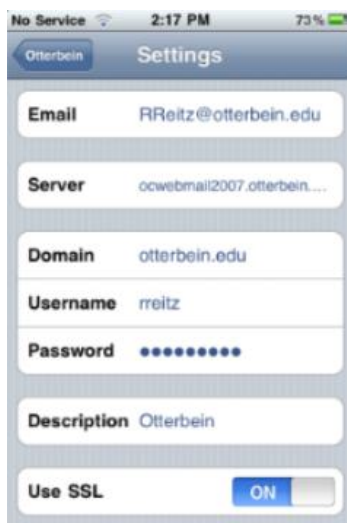
**Domain :** otterbein.edu

**Username :** username (no “@otterbein.edu”)

**Password :** Your own Otterbein Password

**Description :** Otterbein

**Use SSL :** ON



Step 8 : You should now be able to go back to your “Home Screen” and check your Inbox / Contacts / Calendar and be sure they are syncing. That’s pretty much it! You should be all connected!