Setup Exchange Email on iPhone (iOS 7 or later)

Help and Support

Help Desk

Homepage

1. In the main screen, select **Settings**.

2. Tap on **Mail, Contacts, Calendar**.

3. Tap on **Add Account**.

4. Select **Exchange**.

5. Enter your hosted Exchange email address in the **Email** field, your SherWeb Exchange account password in the **Password** field and then tap **Next**.

6. Enter the server value for your Exchange account. If you are unsure what the server is please contact Support.

Add your main email address in the **Username** field and then press **Next**.

7. On the next screen, select the information to synchronize with your Exchange account and then press **Save**.

8. You will find yourself back to the **Mail, Contacts, Calendar** default screen. You may adjust your mail settings according to your preferences.

> **Note**: Your iPhone will automatically synchronize the last seven days of emails.

To synchronize older messagers:

1. Select **Settings**.

2. Tap **Mail**, **Contacts**, **Calendar**.

3. Tap **Exchange**.

4. Press on **Mail days to sync**.

5. Select from **No Limit** to **1 Month**.

> **Note**: By selecting **No Limit**, you will synchronize all the messages found in your mailbox.

If you need further assistance, please do not hesitate to contact us.

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