# Setting Up ActiveSync on iOS Devices

**\*iOS devices include the iPhone, iPod Touch, and iPad\***

1. Connect to a WiFi network.
2. Tap Settings.
3. Tap Accounts and Passwords (or Passwords and Accounts).
4. Tap Add Account.
5. Tap Exchange.
6. Enter your email address with @longwood.edu ([redfordkc@longwood.edu](mailto:redfordkc@longwood.edu)).
7. Enter preferred description (Exchange, Longwood, Work Email, etc.).
8. Select Configure manually.
9. Enter your LancerNet ID password.
10. Enter mail.longwood.edu in the Server field.
11. Leave the Domain field blank.
12. Enter username without @longwood.edu (redfordkc).
13. Tap Next.
14. Select the items you would like to sync (Mail, Contacts, Calendars, Reminders, Notes).
15. Tap Save.
16. If you are successful, the Accounts and Passwords screen will appear.
17. You can find your Longwood email in the Mail client on your phone (white envelope with a blue background).
18. If a passcode has not been set up, your device will automatically prompt you to create one before you can continue.