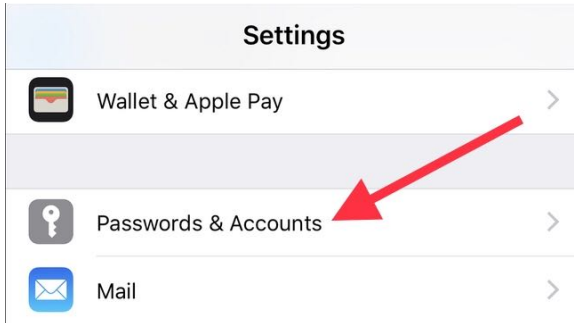
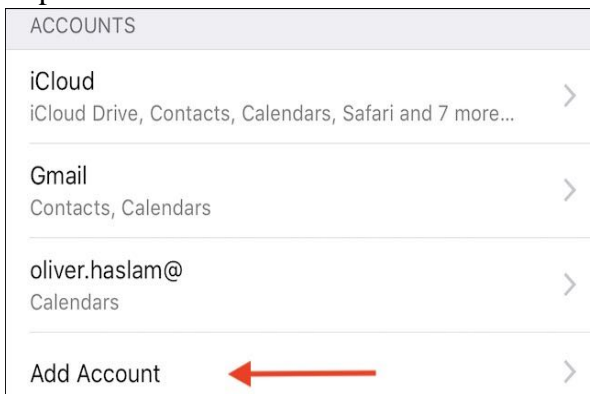


Adding Arch Email Account to iPhone

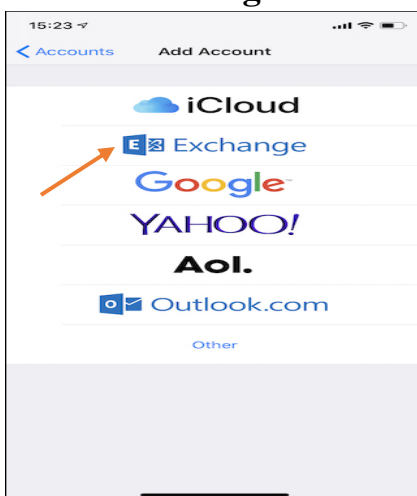
1. Click on “Settings”.
2. Tap “Passwords and Accounts”.



3. Tap on “Add Account”.



4. Select “Exchange”.



- 5.
6. Type in your Arch email address and type in a description (the description can be anything and does not affect the setup of the mailbox).

7. Type in the password (your current password that you use to access your work desktop, laptop, VPN, and email).
8. When a prompt comes up, select sign in.
9. This will take you to a new page requesting additional information. For server, type in webmail.archny.org, domain is archny.org, type in your username and the password.

10. After that, it should present you with green buttons to setup calendars and contacts from Outlook (make sure they are all green).

11. The mail app will now have your arch email setup on it (may take a few minutes to download everything to the mailbox).

- Please see the link provided below from Apple as it shows the screens you should be looking at during configuration of your Arch email mailbox on your iPhone.
- If you run into any errors, please check that all information you typed in is correct and try again. If errors persist, please contact us for additional support or submit a ticket to us at dsc@archny.org.

<https://support.apple.com/en-us/HT201320>