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How to Add a CTC Email Account to Your iPhone

The following instructions will demonstrate how you can add a Central Texas College email account to an iPhone 4S with iOS 5.0.1 software.

1. First, you need to go to your “Settings” and select “Mail, Contacts, Calendars” (see *Figure 1*).



Figure 1

2. Next, you need to select “Add Account...” (see *Figure 2*).

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Figure 2

3. Click "Microsoft Exchange" (see *Figure 3*).

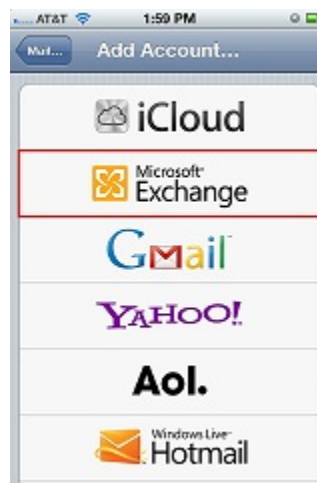


Figure 3

4. Fill out all fields. Your "Username" will be your email address (see *Figure 4*).

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A screenshot of an iPhone's 'Exchange' account setup screen. The status bar at the top shows 'AT&T', signal strength, Wi-Fi, and the time '1:50 PM'. The screen has a blue header with 'Cancel' and 'Next' buttons. Below the header are five input fields: 'Email' with the text 'email@company.com', 'Domain' with 'Optional', 'Username' with 'Required', 'Password' with 'Required', and 'Description' with 'My Exchange Account'.

Figure 4

5. The completed form will look like this (see *Figure 5*).

A screenshot of the iPhone's 'Exchange' account setup screen at 2:01 PM. The form is now filled out. The 'Email' field contains 'michael.trevino@ctcd.edu', 'Domain' is 'Optional', 'Username' is 'michael.trevino@ctcd.edu', and 'Password' is masked with ten dots. The 'Description' field contains 'Exchange'. A standard QWERTY keyboard is visible at the bottom of the screen. The status bar shows 'AT&T', signal strength, Wi-Fi, and the time '2:01 PM'. The blue header has 'Cancel' and 'Next' buttons.

Figure 5

6. Once everything has been filled out, click "Next." You will be taken to this (see *Figure 6*).

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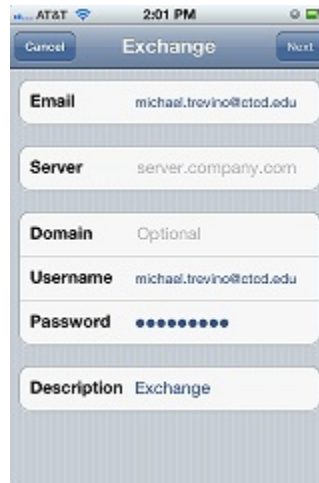


Figure 6

7. Type “mail.ctcd.edu” into the text box under “Server” (see *Figure 7*).

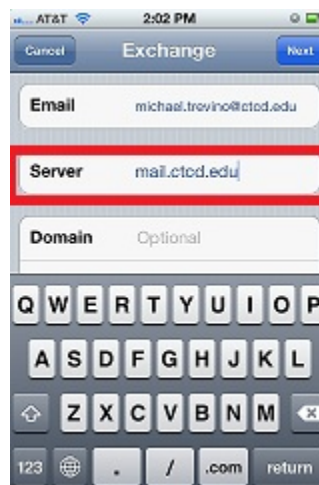


Figure 7

8. After clicking the “Next” button, you will be taken to this screen. Choose what data you will be syncing to your phone. By default all are selected except for “Contacts.” Once you have selected what features you want on (they can be turned on/off in the “Settings” tab at any time), click the “Save” button (see *Figure 8*).

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Figure 8

9. You can now check your CTC email account on your iPhone. Please note, when you change your exchange password it must also be changed in your phone's settings. Otherwise, you will risk locking your account out. Please review Policies 294 and 295 to verify that you are not violating either policy by syncing your mail.