How to Setup Otis Email on Your iPhone, iPad, and iPod Touch

WARNING!
Syncing to the Otis Exchange server for contacts and calendar could potentially erase your local data previously saved on your Apple mobile device. Please carefully read any pop-up messages that may appear. Before proceeding with these instructions, be sure to first backup your Apple mobile device with iTunes. These instructions were prepared for iOS 4.2 and higher.
STEP ONE

To configure Otis Email on your iPhone/iPad/iPod Touch, find and tap the “Settings” app.
STEP TWO
Tap “Mail, Contacts, Calendars”
STEP THREE
Tap “Add Account...”
STEP FOUR
Tap “Microsoft Exchange”
STEP FIVE

Enter your information in the following fields:

- **Email** – User’s email address
- **Domain** – otis.edu
- **Username** – For faculty and staff members, username is your first name initial and last name (i.e., John Doe = jdoe). For students, use your Xnumber.
- **Password** – User’s Exchange password
- **Description** – Customize to your liking
- Tap Next at the top.
- **Server** – type activeSync.otis.edu
  - This field will appear after you have verified your username and password
- Tap Next at the top.
STEP SIX

If all the information from Step Five is correct, you will advance to this window. Congratulations! You can now access your Otis email on your Apple device.

You can also choose to sync your Exchange contacts and calendar information as well.

Once you have made your choices, tap Save at the top to complete your email setup.