

How do I set up Alverno's live@edu student email on my Apple iPhone, iPad, or iPod Touch?

1. Tap **Settings** > **Mail, Contacts, Calendars** > **Add Account**.
2. Tap **Microsoft Exchange**.
3. You don't need to enter anything in the **Domain** box. Enter the information requested in the **Email, Username**, and **Password** boxes. You need to enter your full e-mail address in the **Email** and **Username** boxes (for example, anthonsb@alverno.edu).
4. Tap **Next** on the upper-right corner of the screen. Your iPhone will try to find the settings it needs to set up your account. Go to step 7 if your iPhone finds your settings.
5. If your iPhone can't find your settings, you'll need to manually look up your Exchange ActiveSync server name. For instructions on how to determine your Exchange ActiveSync server name, see the **Finding My Server Name** section below.
6. In the **Server** box, enter your server name, and then tap **Next**.
7. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. By default, Mail, Contacts, and Calendar information are synchronized.

Finding My Server Name

Follow these steps to determine your Exchange ActiveSync server name.

1. Sign in to your account using Outlook Web App. For help signing in, see [How to Sign In to Your E-Mail Using a Web Browser](#).
2. In Outlook Web App, click **Options** > **See All Options** > **Account** > **My Account** > **Settings for POP, IMAP, and SMTP access**.
3. Under **POP setting**, look at the value for **Server name**.
4. If the POP server name is in the format podxxxxx.outlook.com, consider the following:
 - Your Exchange ActiveSync server name is **m.outlook.com** if your device is running Apple iOS 4.x or 5.x (for example, iPhone 3G, iPhone 3GS, GSM/CDMA iPhone 4, iPhone 4S, iPod Touch 2nd generation, iPod Touch 3rd generation, iPod Touch 4th generation, iPad, and iPad 2).
 - Your Exchange ActiveSync Server name is the same as your POP server name if your device is running Apple iOS 3.x (for example, iPad and iPod Touch 1st generation)