

HOW TO: Configure Apple Device to Synchronize Apex-Hosted Mail

This article covers how to configure your Apple iPhone, iPad or iPod touch to synchronize with your Apex-hosted mail account. Apex uses Microsoft Exchange for your hosted mail services.

- 1) On your Apple device, tap **Settings** -> **Mail, Contacts, Calendars** -> **Add Account** -> **Microsoft Exchange**
- 2) Enter in the following information as requested, and then tap **Next** (See Figure 1):
 - Email: Your full email address
 - Domain: This must be set to "APEX"
 - Username: The username that you use to login to our system (Note: This will be in the format of First Initial and Last Name. This is usually the same as the name before the @ in your email address)
 - Password: The password that you use to login to our system
 - Description: Give this account a unique description



Figure 1

- 3) Your Apple device will now try to locate the mail server. If necessary, you will be prompted to enter in the server address. Enter the server name as "webmail.apexcloudservices.com" and then tap **Next**. (See Figure 2)



Figure 2

- 4) Choose which content you would like to synchronize: Mail, Contacts, and Calendars. Tap **Save** when finished. (See Figure 3). You can modify these settings at any time by tapping **Settings -> Mail, Contacts, Calendars**, selecting your account, then tapping **Account Info**.



Figure 3