UTOREXCHANGE SETUP

1. Open the Email* app on your device. If you haven’t previously configured another email account, proceed to step 2.

   If you have already configured another email account, go to Settings and select Add Account.

   *Exact app name, screens and steps may differ depending on device.

2. Type in your UToronto email address* and your UTORid password.

   Select Manual setup.

   *Yours may differ from the first.last name format.
3. Select Exchange from the list of account types.

4. Enter your login credentials and server settings:
   
   1. utorarbor\UTORid*
   2. Your UTORid password
   3. exactivesync2010.utoronto.ca
   4. Make sure Use secure connection (SSL) is checked.

   Select Next to continue.

   *Use your UTORid.
5. Select OK when prompted.

6. Review and modify (optional) your account settings.

If you use your UToronto email address as your main account, make sure Send email from this account by default is checked. Otherwise, leave that option unchecked.

Select Next to continue.
7. Review the security permissions granted to the UTOReexchange server. Contact the helpdesk if you have any questions or concerns about these permissions.

Select **Activate** to grant those permissions and continue.

8. Change the name of your account or leave as default.

Select **Next** to complete the configuration. Email, contacts and calendar events should begin to sync to your device, although this process may take several minutes.