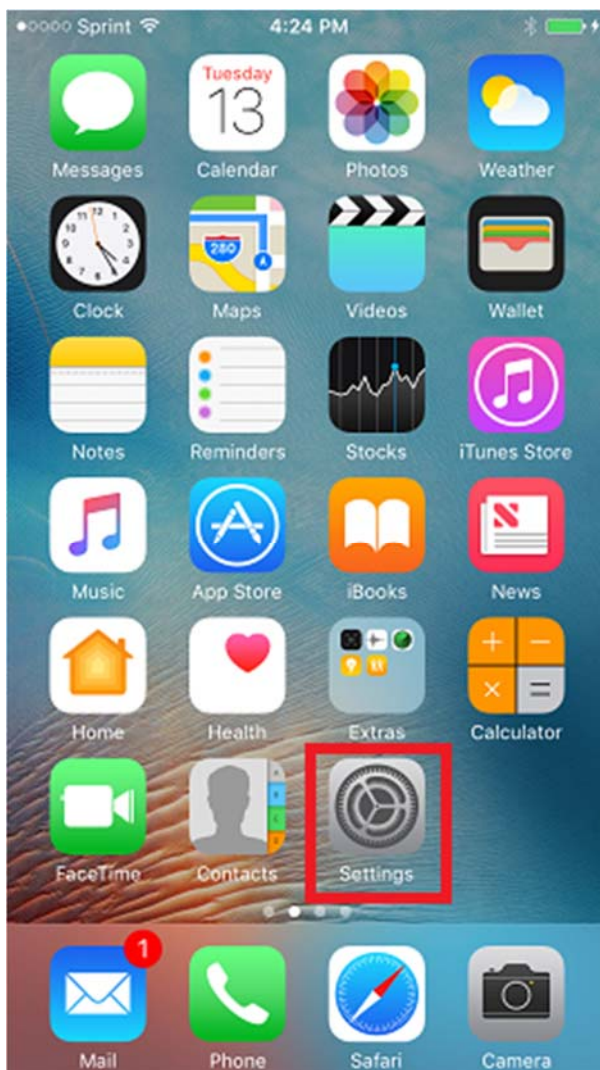


How to Configure an iOS Device for Exchange (iOS 11)

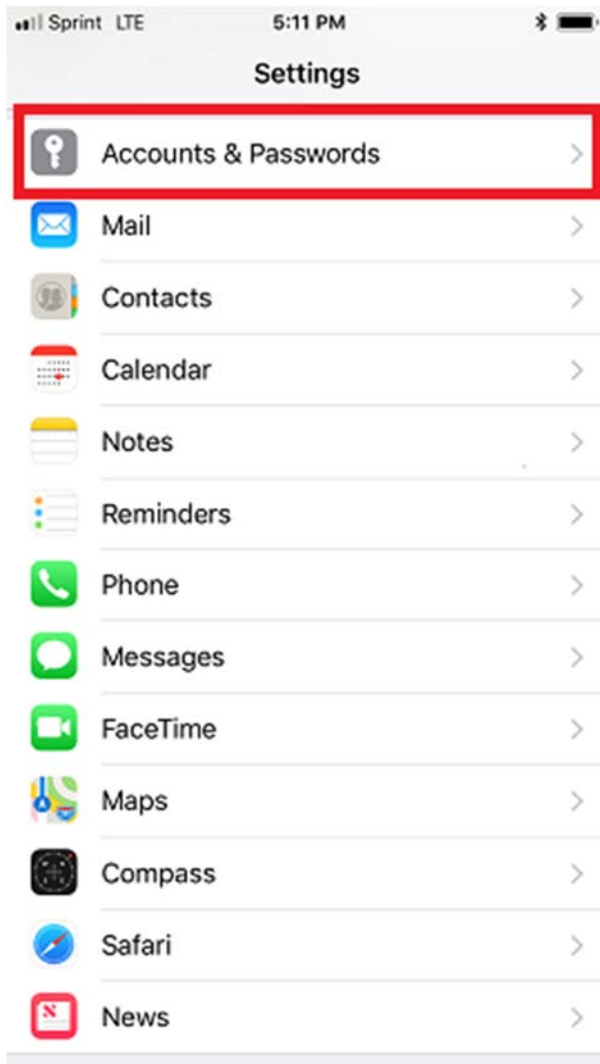
This procedure is applicable for iOS devices (iPhone, iPad, etc.) running iOS 11 and higher. The screenshots shown below were taken from an iPhone 7 running iOS 11.0.1. Other devices will be similar.

To setup an Exchange email account on an iPhone or iPad take the following steps:

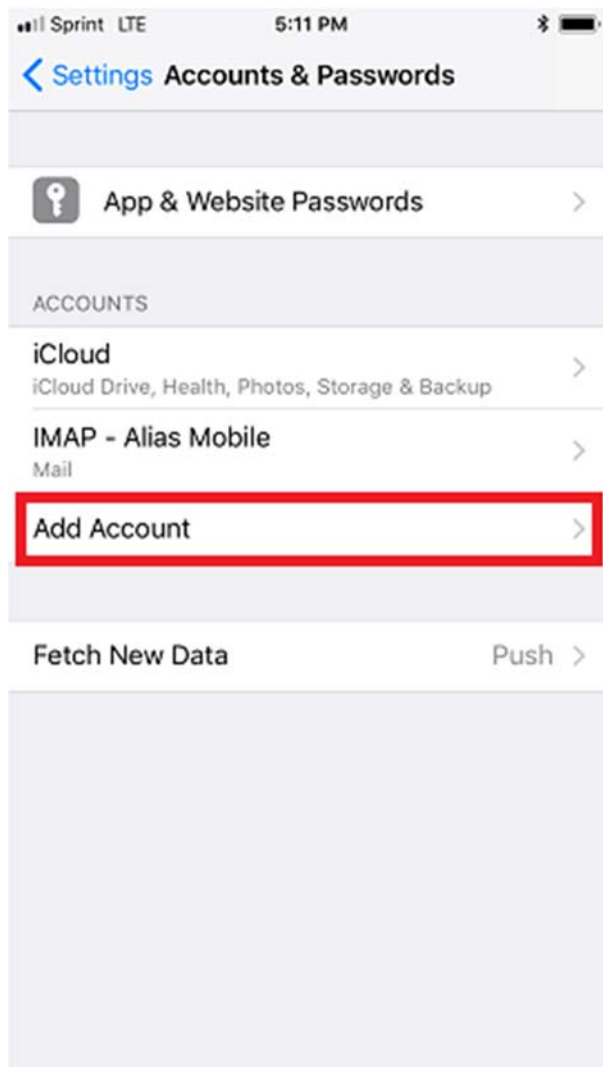
1. From the Home screen tap **Settings**.



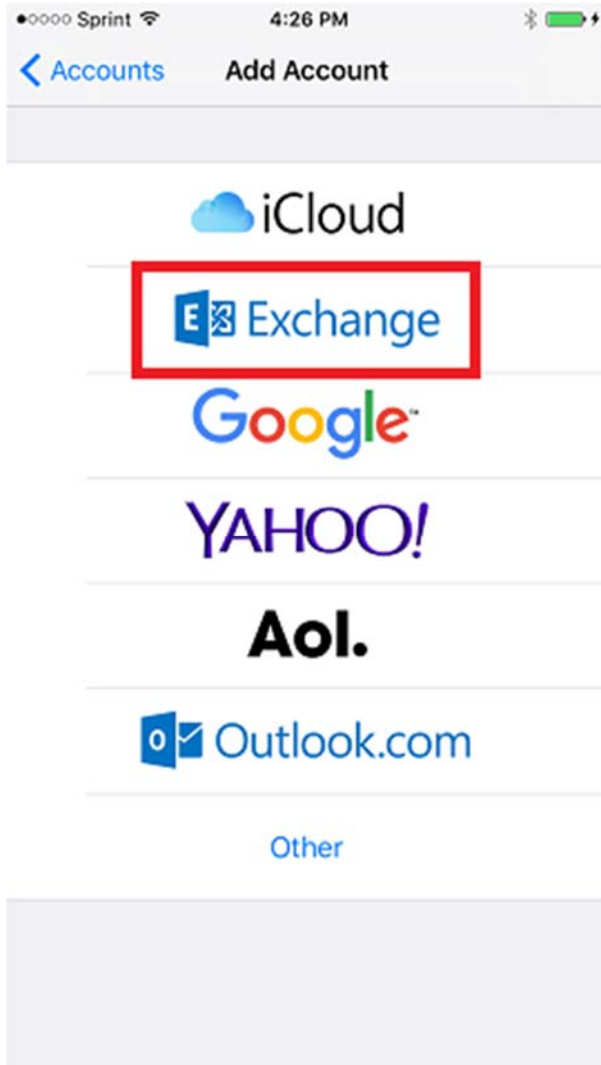
2. Scroll down and tap **Accounts & Passwords**.



3. Tap **Add Account**.



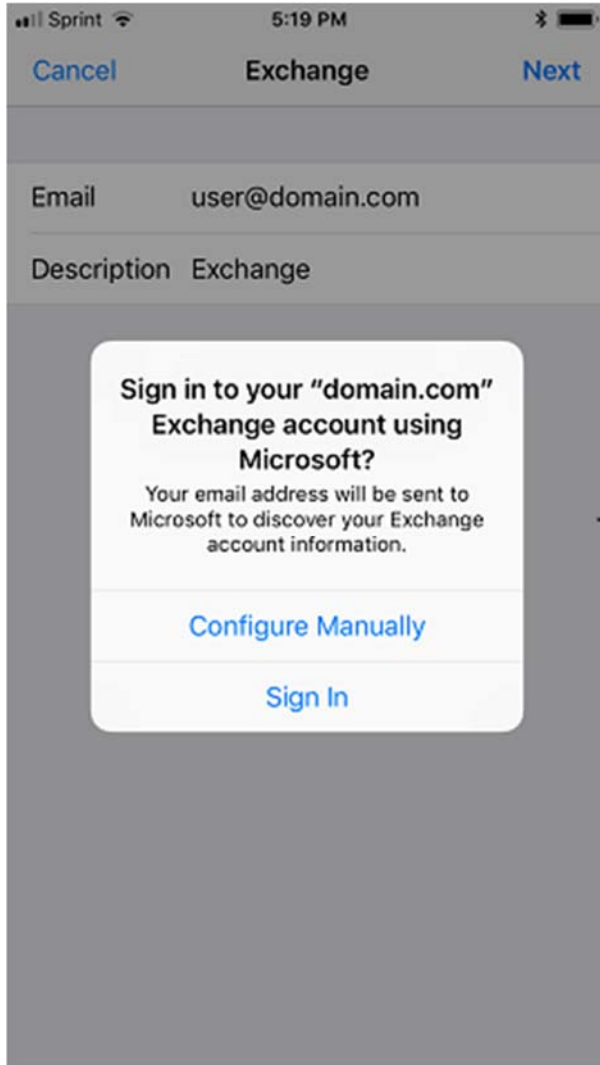
4. Tap **Exchange**.



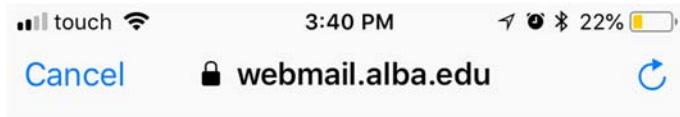
5. Type in the **Email** address and account **description** (ALBA) then tap **Next**. Note: The description labels the account on the device and is not visible to anyone else.

Screenshot of an iPhone 'Exchange' account setup screen. The screen shows a 'Cancel' button on the left, 'Exchange' in the center, and a 'Next' button on the right. A red arrow points to the 'Next' button. Below the title bar, there are two input fields: 'Email' with the value 'email@example.com' and 'Description' with the value 'My Exchange Account'. At the bottom, there is a grey box containing the text 'Exchange Device ID' and a long alphanumeric string 'F5IBLOMRCP7N3DIUS8SB42R7FC'.

6. Tap **Sign in** on the prompt that appears:



7. You will be redirected automatically to the ALBA webmail page,
Type your **password** and click **Sign in**

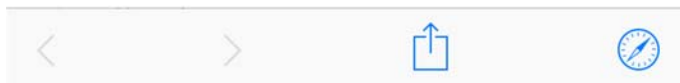


UNIVERSITÉ DE BALAMAND
ACADÉMIE LIBANAISE DES BEAUX-ARTS

Sign in with your organizational account

Sign in

Sign in with username@alba.edu.lb
Click [here](#) To change your password.
Domain: alba



8. choose **Save Password** on the prompt that appears

