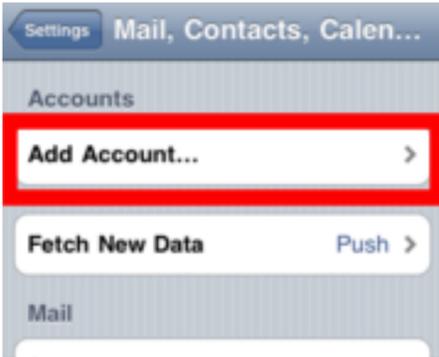
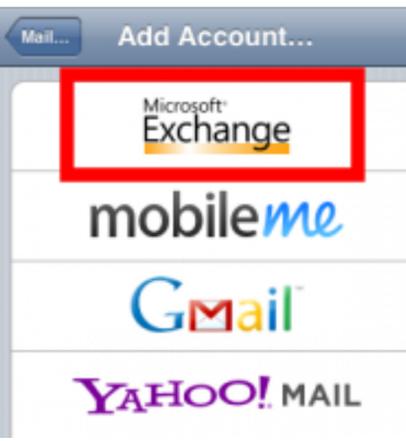
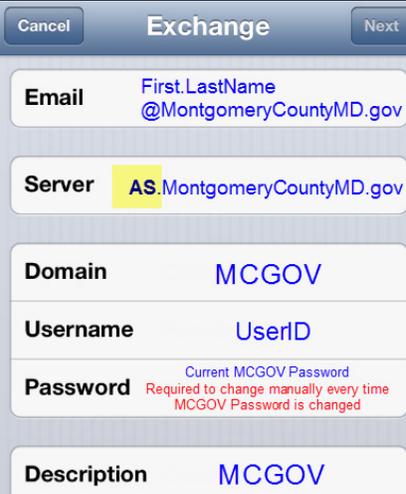




Exchange ActiveSync Setup

for Apple iOS 5.0+ 



		
<p>Step 1:</p> <ul style="list-style-type: none"> Press <HOME>  → Select Settings... 	<p>Step 2:</p> <ul style="list-style-type: none"> Select Mail, Contacts, Calendars... 	<p>Step 3:</p> <ul style="list-style-type: none"> Select Add Account...
		
<p>Step 4:</p> <ul style="list-style-type: none"> Select Microsoft Exchange... 	<p>Step 5: (All Fields Required)</p> <ul style="list-style-type: none"> Email = <Your Primary email> Server = "AS.MontgomeryCountyMD.gov" Domain = "MCGOV" Username = <Your Current MCGOV User ID> Password = <Your <i>Current</i> MCGOV Password> Description = MCGOV Select Next... 	<p>Step 6:</p> <ul style="list-style-type: none"> Setup the Passcode Lock /Auto-Lock PIN as prompted if you haven't done it yet. Use Default Sync Setting as needed and select Save to finalize the ActiveSync Provisioning Process...





Tips#1: Please always refer to this URL (<http://Mail.MontgomeryCountyMD.gov/setup>) for the latest version, and please do not Save or Print this document unless you have to.

Tips#2: Please make sure Every Time when you change your **MCGOV Password**, you will have to Manually update the Cached ActiveSync Email Password on **ALL** of your ActiveSync Device(s) **Immediately**. If you have a Smartphone and a Tablet both setup with your ActiveSync profile, you will have to change BOTH immediately.

Tips#3: Update the Cached ActiveSync Email Password: Press <HOME>  → **Setting** → **Mail, Contacts, Calendars...** → Pick the ActiveSync Account you just created (i.e. **MCGOV**) → **Account Info** → Change the **Password** to match your CURRENT MCGOV Password → **Done**

Tips#4: Don't wait until the last 14 days to change your MCGOV Password, your device may randomly fail to sync.

Tips#5: Please make sure the password you have selected for the MCGOV Account is also something that you could type on the Virtual Keyboard from the Smartphone / Tablet device.

Tips#6: Please check & double-check the Password you have entered thru the virtual keyboard is **100% matching your Current MCGOV password**.

Tips#7: Setup or Change the Passcode Lock / Auto-Lock (Screen Saver) PIN to secure your device: Press <HOME>  → **Setting** → **General** → **Passcode Lock** → Set / Change your own PIN. Auto-Lock required 5 minutes or less



Tips#8: The device will be wiped after 8 failed login attempts in the event of unauthorized access, lost or stolen mobile device.

Tips#9: Reboot the iPhone/iPad device: Hold the <Power> on top until you see **slide to power off**

Tips#10: Hard Reboot the iPhone/iPad device if it is not responding: Press & Hold the <Power> & <HOME>  Button at the same time for at least 10 seconds until the Apple logo appears.

Tips#11: To Master Reset Content & Setting: Press <HOME>  Button → **Setting** → **General** → **Reset** → Select one of the options you want to reset.

Tips#12: iOS tuning to extend the battery life: <http://www.apple.com/batteries/iphone.html>

