When you configure a device to sync with Exchange, all existing calendar and contact information on the device is overwritten with Exchange data. Additionally, iTunes no longer syncs contacts and calendars with your desktop computer. See step 11 below to modify Exchange synching defaults. If you have been previously synching your iPhone's calendar and contacts via Microsoft Sync Services in Entourage (which supplies the Address Book and iCal applications with your Exchange account data), then leave all synching defaults ON (see step 11). Deactivate Microsoft Sync Services in Entourage by selecting Preferences under the Entourage menu, selecting Sync Services, and unchecking the boxes for Address Book and iCal.

If this is the first time setting up an account, tap the Mail icon and select Microsoft Exchange from the list of email services and proceed to step 4 below. If you have previously configured your iPhone for email, then from the home screen select Settings > Mail, Contacts, Calendars.

Under the [Accounts] section, select [Add Account...]  

- Select the [Microsoft Exchange] option.  
- In the Email and Username fields, enter your complete email address (yourusername@uark.edu).  
- Enter your password in the [Password] field.  
- The [Description] field may contain your email address (yourusername@uark.edu); you may leave it, or replace it with "UA Exchange," or the designation of your choice.  
- Click the [Next] button in the upper right corner; the device will attempt to verify the account information.  
- Note: You may see a "Unable to Verify Certificate" warning; if so, tap Accept.  
- In the [Server] field of the resulting window, enter: exchange.uark.edu  
- Click the [Next] button in the upper right corner; the device will again attempt to verify the account information and relate the status.  
- Use the ON/OFF switches to select the information (Mail, Contacts, Calendars) you would like synchronized with Exchange.

IMPORTANT: Switch Contacts synching to ON only if you want your Exchange contacts to override those on the device. This also applies to the Calendar.

- Click the [Save] button in the upper right corner; a warning will appear that existing contacts will be removed from your iPhone, with the option to Sync or Cancel.

NOTE: If you have been previously synching your iPhone's calendar and contacts via Microsoft Sync Services in Entourage (which supplies the Address Book and iCal applications with your Exchange account data), then press [Sync].

NOTE: If an error message displays, go to the iPhone home screen and select [Settings] > [Mail, Contacts, Calendars]. Select "UA Exchange" (or the description you chose). Click [Account Info] and ensure [Use SSL] is set to [ON].
Customize your mail settings as desired.

At the main [Settings] > [Mail, Contacts, Calendars] screen, in the [Mail] section, you can alter the number of messages shown, the size of the preview for each message, font size, show/hide the To and CC labels, the [Ask Before Deleting] option, signature, and setting which iPhone email account is the default.