Syncing the Department of Medicine Exchange with iOS
Department of Medicine IT Services
Updated 1/28/2015

The mobile device sync option is enabled by default and will not allow the email or calendars to download to the device until it has been encrypted and secured with a strong password. If you are unable to complete the following instructions you can contact the Department of Medicine IT Services help desk at 206-616-8805 for assistance.

1. Start by ensuring that there is a password on your phone, that the screen lock timer is set to 20 minutes or less (the shorter the lock timer the more secure), and encryption is enabled. For detailed help with this step please see the Device Security page on our website: https://depts.washington.edu/domis/security_documentation.

2. In the Settings menu open Mail, Contacts, Calendars, and then Add account.

3. Choose Microsoft Exchange for the server type.

4. Enter your @medicine.washington.edu email address and password. Then click next. Please note that some groups have custom addresses such as @nephrology.washington.edu or @cardiology.washington.edu, if you have one of those addresses enter that instead.
5. You should now be prompted for more settings, enter your information in the following format. Make sure that the server address is listed as “mail.uwmed.org”. The domain will be outpost. You can set the description to anything that makes sense to you.

![Exchange account information](image)

6. You should then be prompted to choose which items you would like to sync on the iPhone. Click next to accept the settings and finish.

For any questions regarding this process please contact the help desk at 206-616-8805 or ishelp@medicine.washington.edu.