Basic Information required to configure your iPhone to access and synchronize your KCCD Exchange email, calendar and contact data:

- **Email**: Your KCCD Exchange email address e.g. jsmith@bakersfieldcollege
- **User Name**: Your KCCD Exchange email address e.g. jsmith@bakersfieldcollege
- **Password**: The password you use to login into the district office or college network
- **Server**: owa.kccd.edu
- **Domain**: college

1. To add an Exchange account to your iPhone or iPod touch, tap **Settings**, then **Mail, Contacts, Calendars**, then **Add Account**, then **Microsoft Exchange**. Note, you can configure only one Exchange account per device.

2. On the next screen, enter your complete email address, domain (see basic info above for correct domain), username, password, and a description (which may be anything you like).
3. Your iPhone (or iPod touch) will now try to locate KCCD's Exchange server using Microsoft's Autodiscovery service. If the server cannot be located, the screen below is shown. Enter owa.kccd.edu in the Server field.

4. Choose which type(s) of data you would like to synchronize: Mail, Contacts, and Calendars. Note that by default, only 3 days' worth of email is synchronized. To synchronize more, go into Settings, then Mail, Contacts, Calendars, select your Exchange account, and tap on Mail days to sync.

Note that after configuring an Exchange ActiveSync account, all existing contact and calendar information on the iPhone or iPod touch is overwritten. Additionally, iTunes no longer syncs contacts and calendars with your desktop computer.