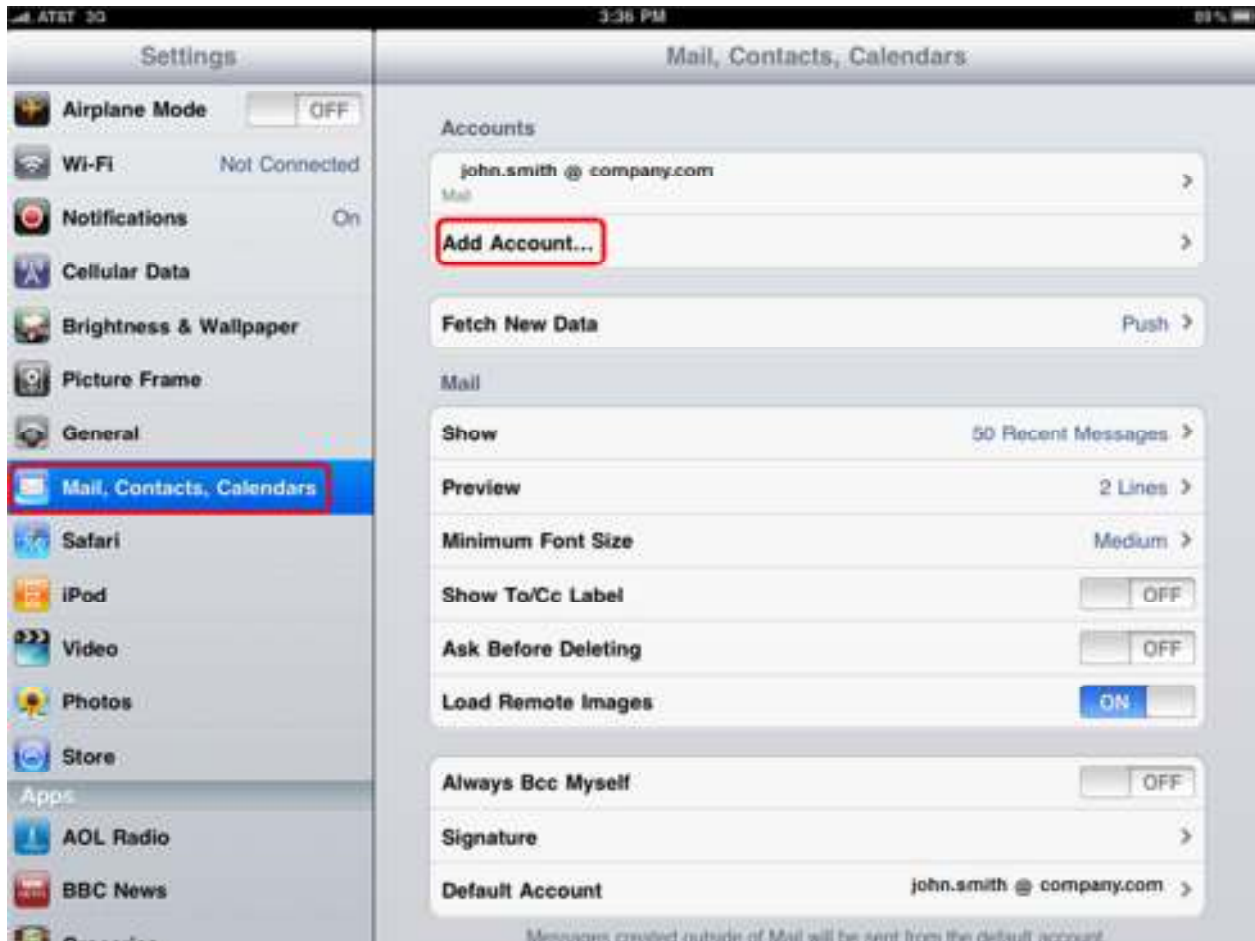


## Getting Started with LoDoCloud Hosted Microsoft Exchange on your iPhone & iPad

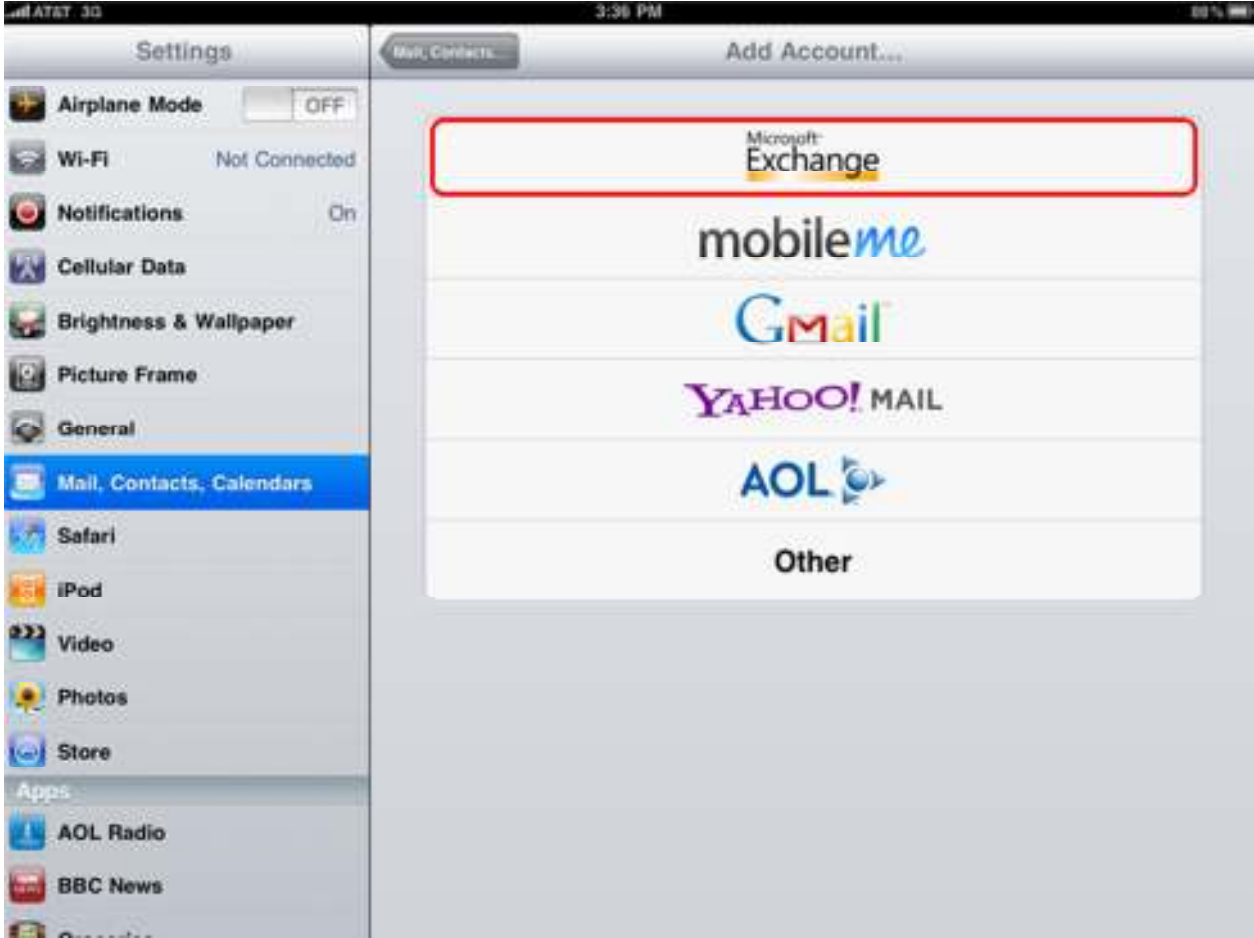
Thank you for signing up for LoDoCloud Hosted Microsoft Exchange service. This document is to help you use LoDoCloud's Microsoft Exchange Email on your Apple iPad. You must be currently signed up for our Hosted Microsoft Exchange and ActiveSync in order to use this service. If you are not a current customer for of these services or run into any problems following these instructions you can contact us for assistance.



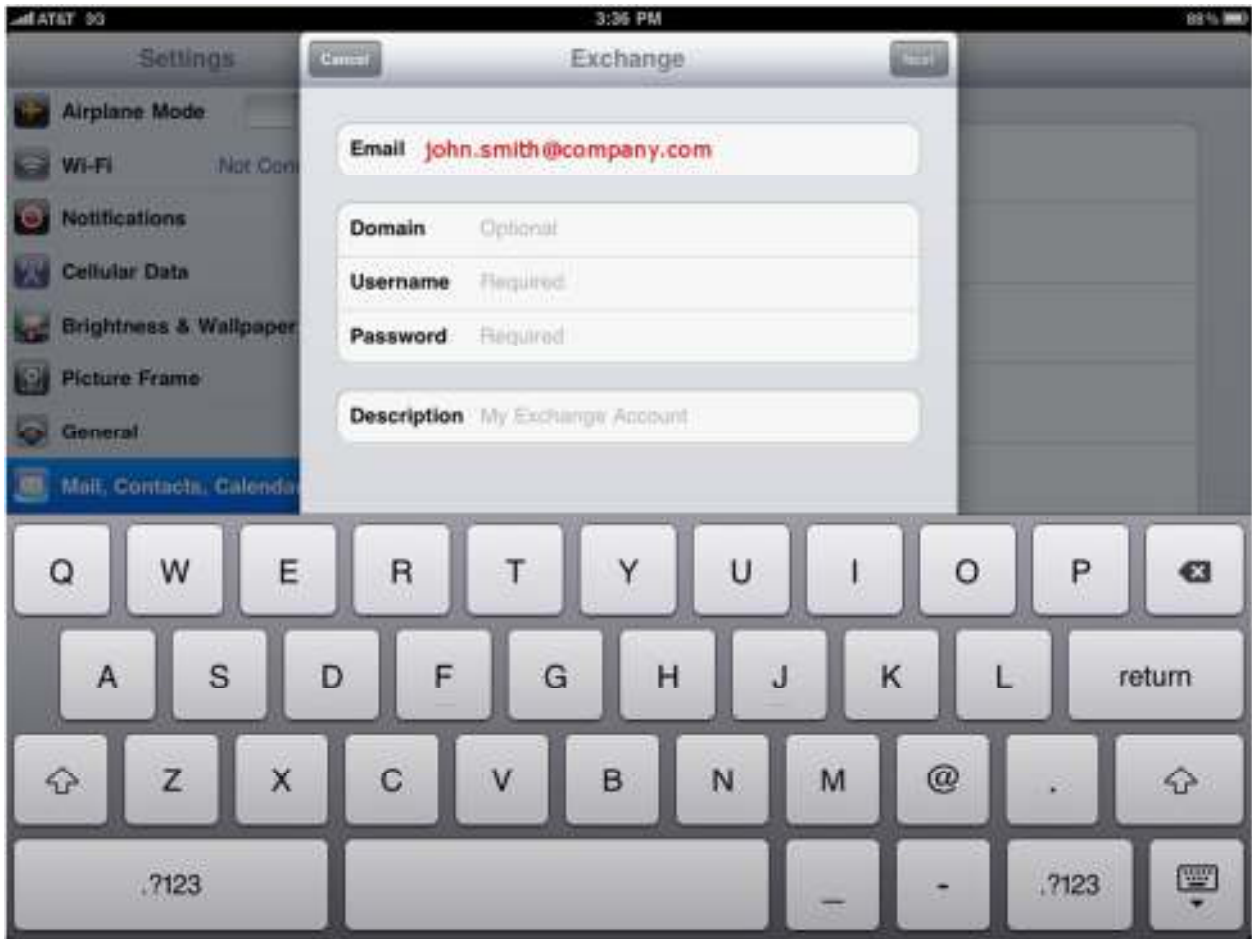
Open **Settings** from your iPad's main screen.



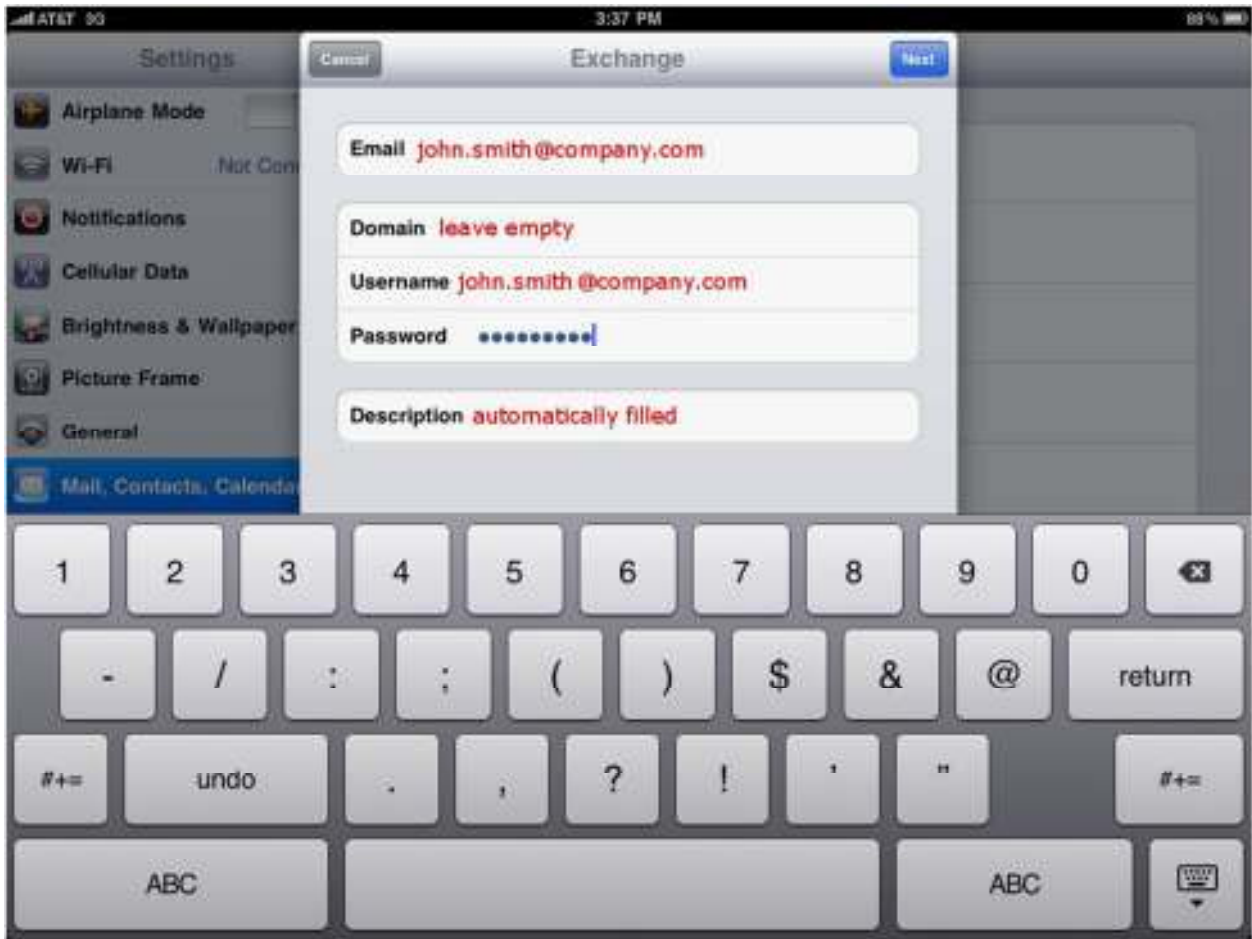
Select **Mail, Contacts, Calendars**, then **Add account**.



Select **Microsoft Exchange**



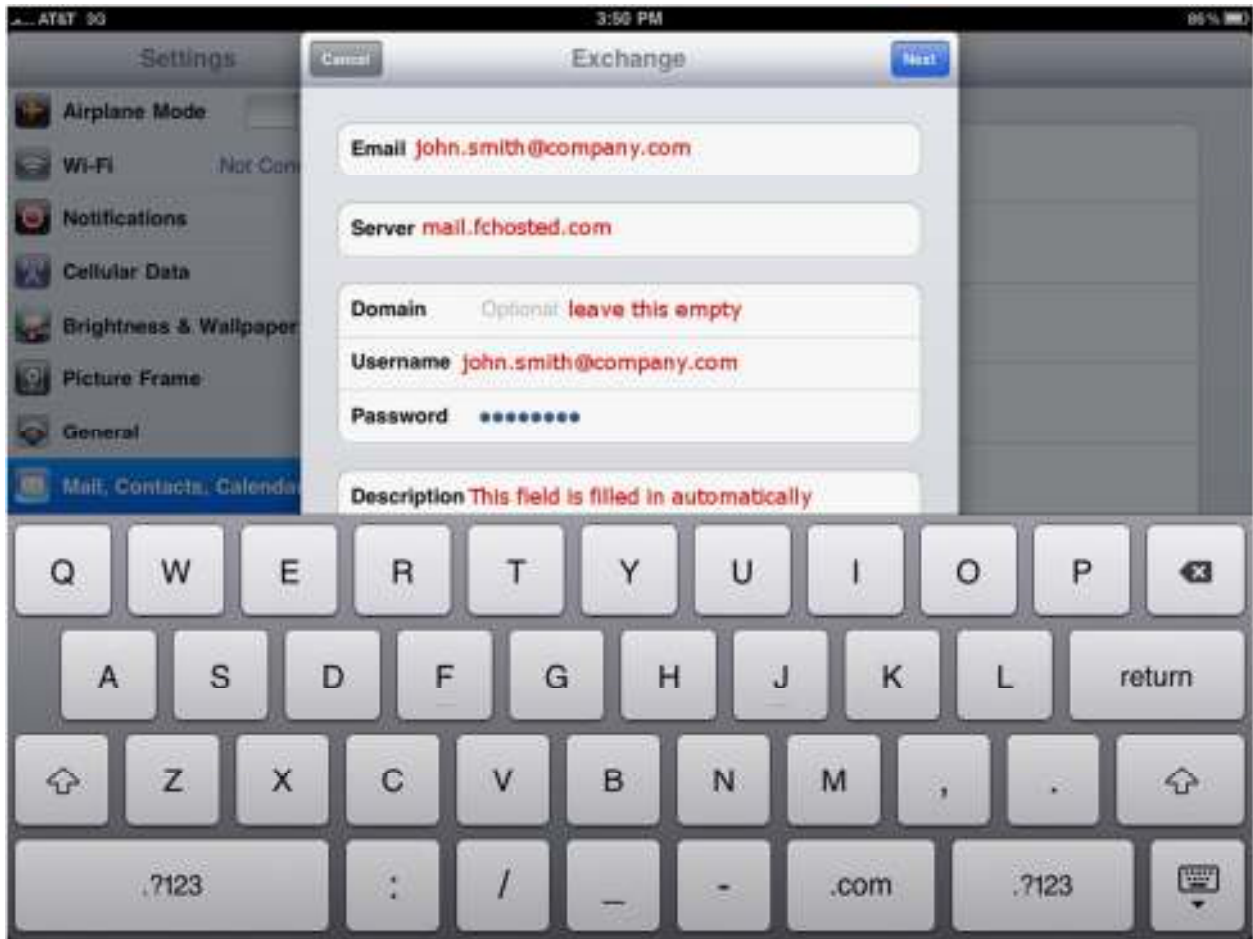
You will be prompted to enter your account information and credentials from the welcome letter.



Continue entering information, you do not need to enter the domain.

When finished, touch next and it will say "Verifying". It can take up to two minutes to verify.





After first verify, the account info will come back up with a new field asking for the **Server**.

Enter "mail.fhosted.com" for the server and touch next.



Once this has finished verifying your iPad will display switches for what categories you would like to enable for your exchange account.



Touch the switches on the categories you desire to turn them on. When you touch the contact switch, you will get a pop up asking if you would like to keep your existing local contacts. If you do keep them, you may get duplicate contacts.

All contacts will show up in your contact list.



When you touch the calendar switch, you will get a pop up asking if you would like to keep your existing local calendars. If you do keep them, you may get duplicate calendars.

Congratulations on setting up Microsoft Hosted Exchange on your iPad!

You are ready to send and receive mail!

If you encountered any problems with setting up hosted exchange on your iPad or have questions, please open a trouble ticket with [support@lodocloud.com](mailto:support@lodocloud.com).