Setting Up the Your Smart Phone/Tablet to Outlook Exchange

The following instructions will walk you through setting up your Smart phone/Tablet to wirelessly access your FSW State Exchange e-mail, calendar, and contacts.

Requirements

- Outlook Exchange Application on your device
- Active Cellular Data Connection (Edge or 3G)
  or Wireless Connection (On campus connect to the Open Student Access Point)
- Active FSW State Username and Password

Exchange Setup Instructions (devices vary)

- Navigate to Settings. (Example given is on an IPhone
- Select Mail, Contact, Calendars.
- Select Add Account...
- Choose Microsoft Exchange

Next, fill in the requested information

- E-mail: Your full e-mail address (i.e. exchangemover1@fsw.edu).
- Domain: Enter "FSW.EDU" (without quotes)
- Username: Enter your FSW State Username (i.e. Exchangemover1)

- Once you've entered this information, scroll down to the password field
**Next, fill in the requested information**

- **Step 1, password:** Enter your FSW State Network Password.
- **Step 2, description:** Enter a description for your account (i.e. Exchange)
- **Step 3, Click Next to continue.**

**Next, you will be prompted to provide the server name. Fill in the information as shown**

- **Step 1, server:** owa.FSW.edu
- **Step 2, Click Next to continue.**

**Verify the Exchange information** that you would like to synchronize on your iPhone. Once you have made your selections, simply click on SAVE to begin the synchronization.

If you are prompted to re-enter your Username or Password, please attempt to retype it. If the iPhone continues to prompt you for your credentials, please go back through the steps to double check each setting.