These settings are for the iPhone but the settings are similar for other mobile devices.

1) Go under settings , then **MAIL CONTACTS CALENDARS.**

2) Select **Exchange Account.**
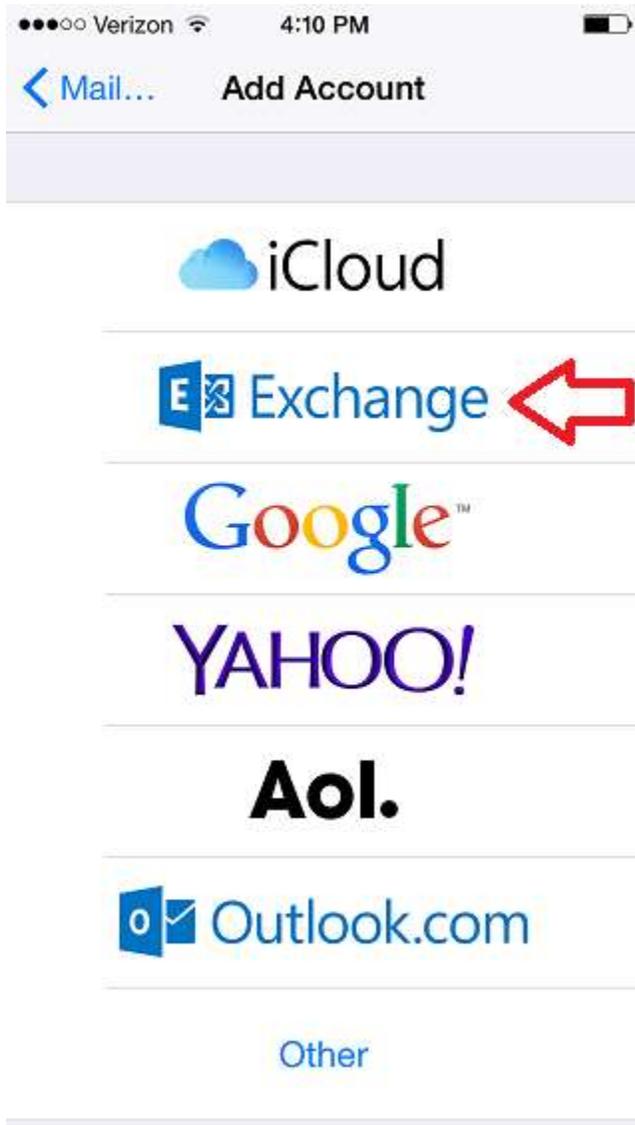
3) Enter your full email address and your password. This is the same password you use to login to your computer. Then click Next.