

HOWTO Setup your Office Anywhere Email Account on an Apple iPad v1

1. From the main iPad home screen, select the “Settings” icon:



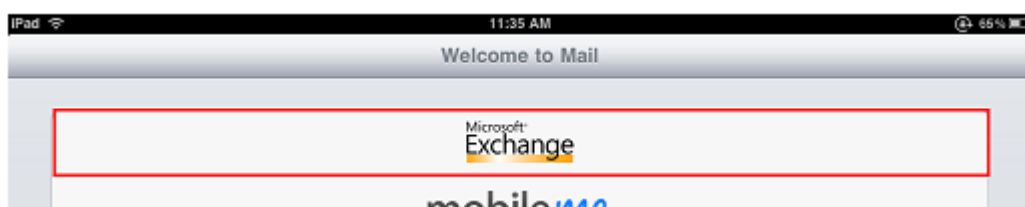
2. Next, select the “Mail, Contacts and Calendars” option as below :



3. Next, select the “Add Account” option as shown below:



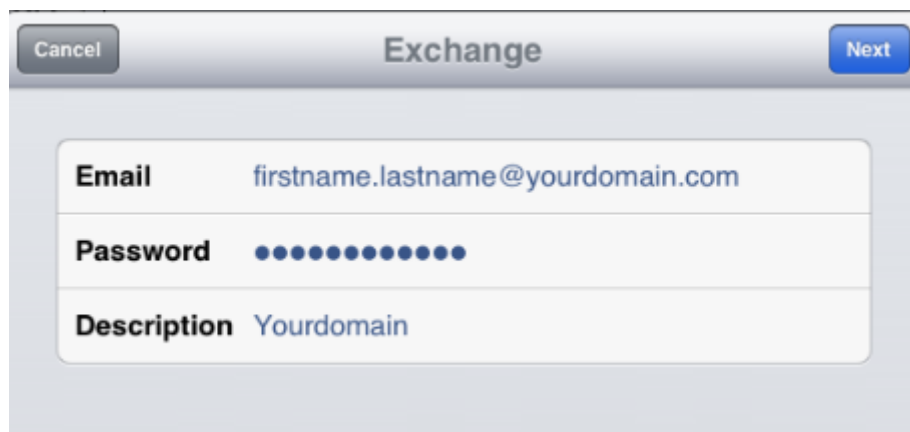
4. Next, select the “Microsoft Exchange” option as shown below:



5. Next, enter the appropriate information into each of the following fields:

- Email: Enter your entire email address
- Domain: Leave this field blank if this field is shown
- Username: Enter your entire email address
- Password: Enter your Office Anywhere password
- Description: Enter a Description for you to identify which account it is if necessary

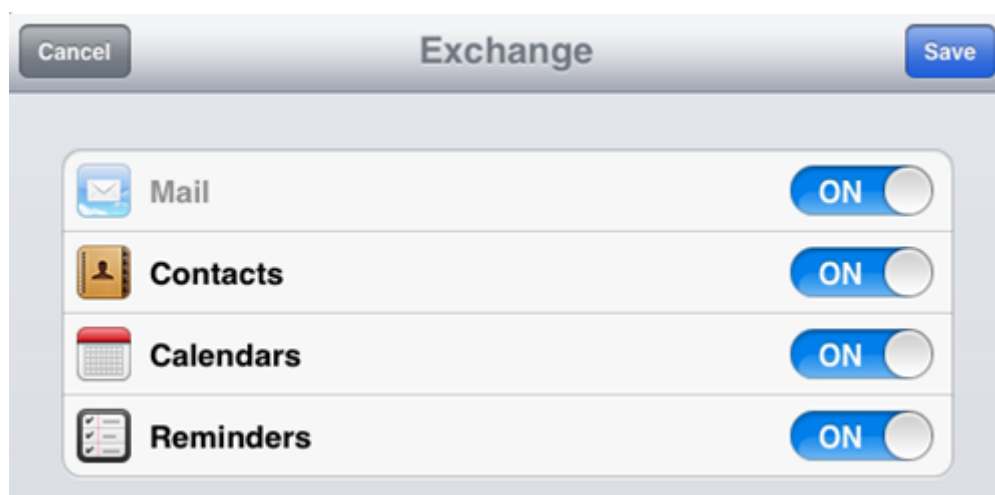
Then, click the Next button.



The screenshot shows the 'Exchange' account setup screen. It features a title bar with 'Cancel' on the left, 'Exchange' in the center, and 'Next' on the right. Below the title bar is a form with three rows: 'Email' with the value 'firstname.lastname@yourdomain.com', 'Password' with a masked password of 12 dots, and 'Description' with the value 'Yourdomain'.

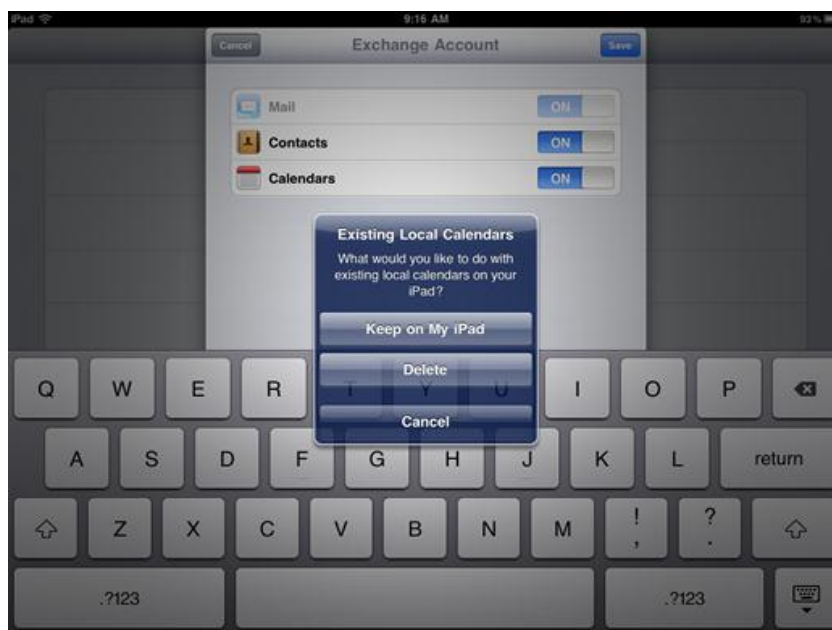
NOTE: Your device will attempt to verify your connection. Please be patient, as this process could take 5-10 minutes. If all checks out ok it show ticks in the boxes alongside these options and take you to the next screen.

6. At this point you will be asked which mailbox items you would like to Synchronise, i.e. Mail, Contacts, Calendars and Reminders, for these instructions we will assume you will be selecting all of these items (shown below):



The screenshot shows the 'Exchange' account setup screen with synchronization options. It features a title bar with 'Cancel' on the left, 'Exchange' in the center, and 'Save' on the right. Below the title bar is a list of four items: 'Mail', 'Contacts', 'Calendars', and 'Reminders', each with a blue toggle switch set to 'ON'.

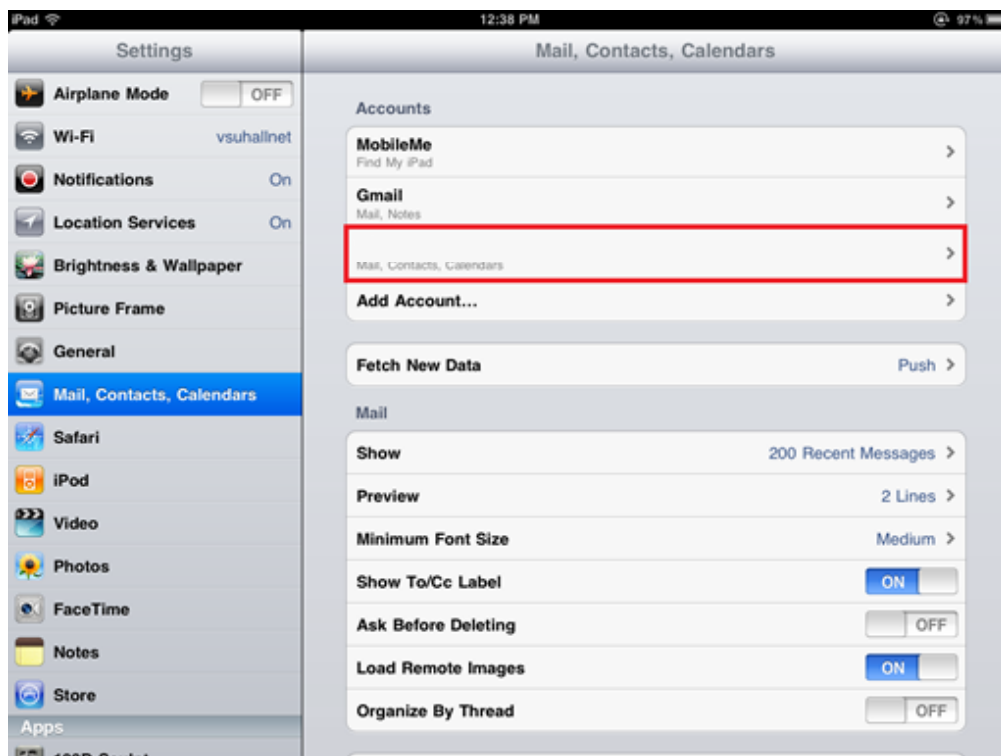
- You may now be asked to choose (see below) if you would like to keep your Local Calendar (if you already have one on your iPad) on your iPad, or delete them. You may do either, but be aware that if you delete them they will no longer be available anywhere on your iPad, and if you choose to keep them, it may create a few duplicate entries. (The same also applies for your Contacts if you already have local Contacts setup on your iPad prior to setting up this new email account).



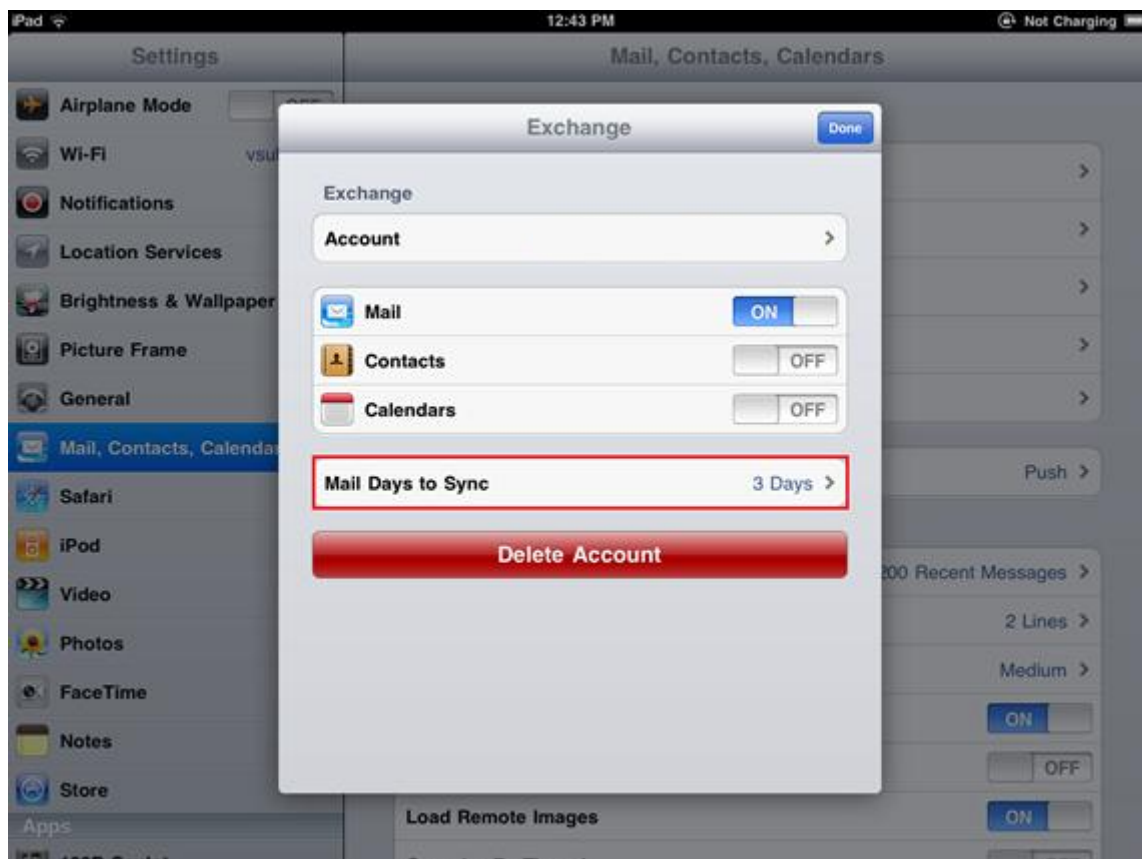
- Once you have set up your account, return to the home screen and click the Mail icon to access it.



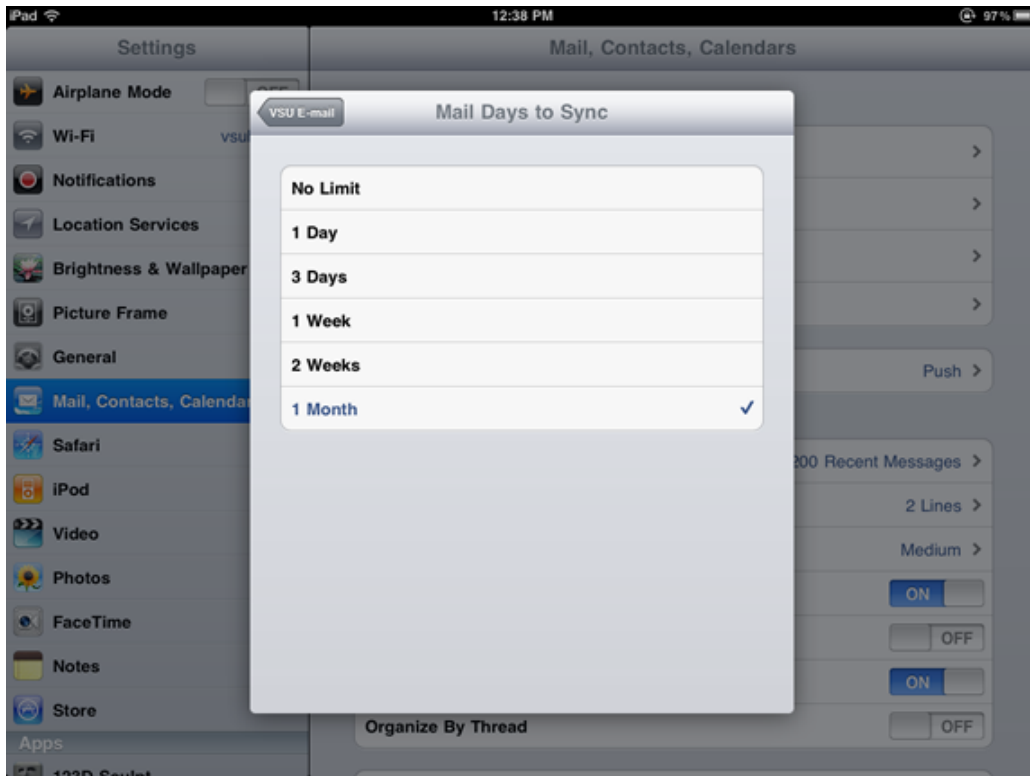
9. You may now choose the range of time the Ipad will sync previous messages for. To do this select your email account from the e-mail settings.



10. In the Exchange window, you will now select Mail Days to Sync:



11. You can now select the range of time you would like your emails to for. (We recommend not selecting more than one month, as the amount of data this will download can be extensive and may fill all the working memory on your device).



12. Once you have selected the Mail Days to Sync, select Email button in the top left of the active Screen.



13. Click Done in the top right hand corner of the next screen.

PLEASE NOTE: If you don't already have a PIN code lock on your iPad the Office Anywhere system will enforce one to be added to your device, this is for security reasons and will help to keep your Email data secured should you misplace or have your device stolen. It is also possible to perform a "remote wipe" of your device (if it is still able to access the internet), please contact the NGIT Helpdesk on 01481 750750 or helpdesk@ngit.co.uk should you need assistance with this or any other aspect of configuration of your device.