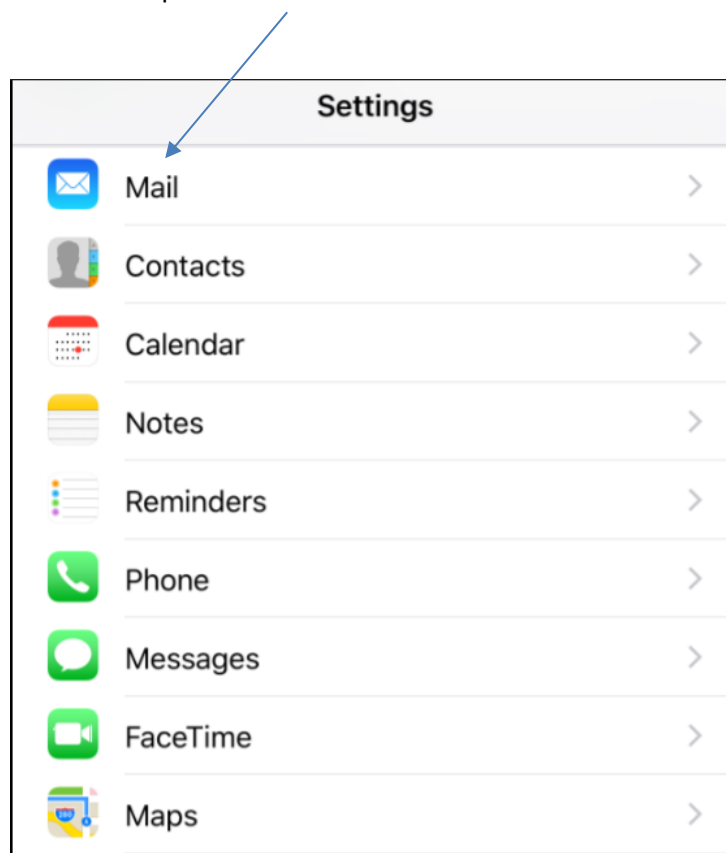


HOWTO Setup your Office Anywhere Email Account on an Apple iPhone v2

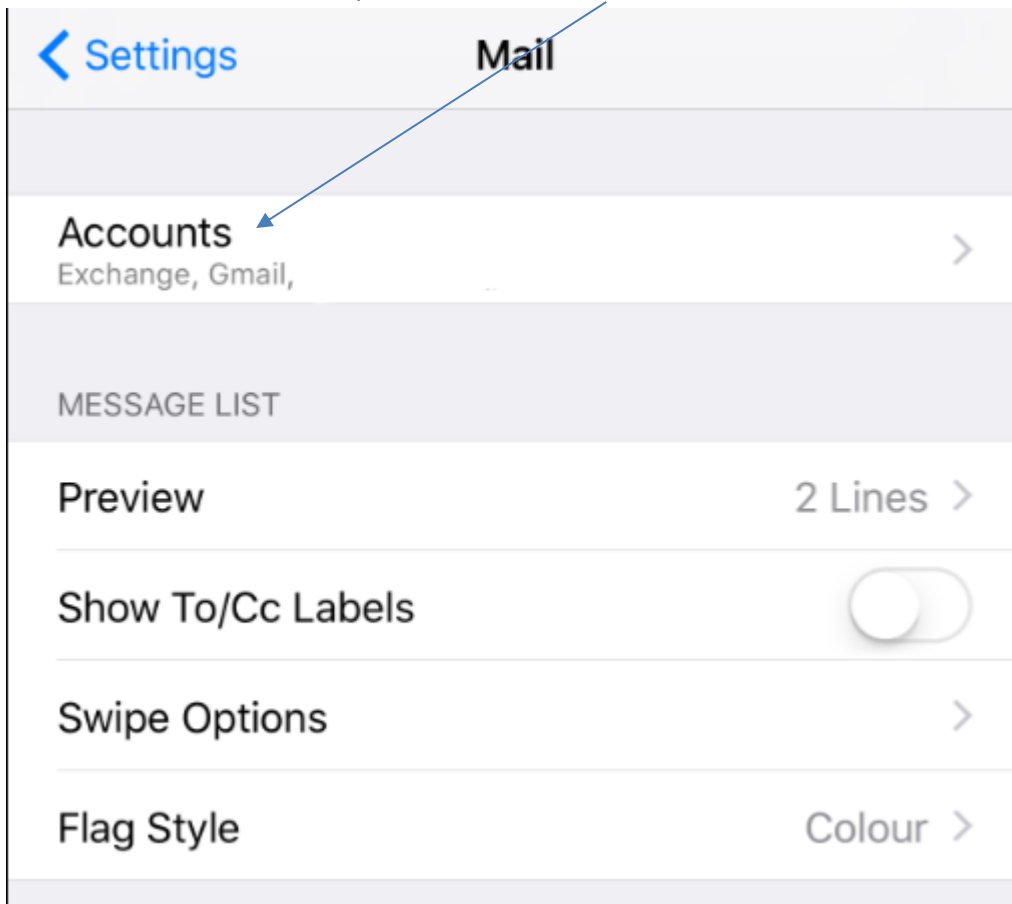


1. From the main iPhone home screen, select the “Settings” icon:

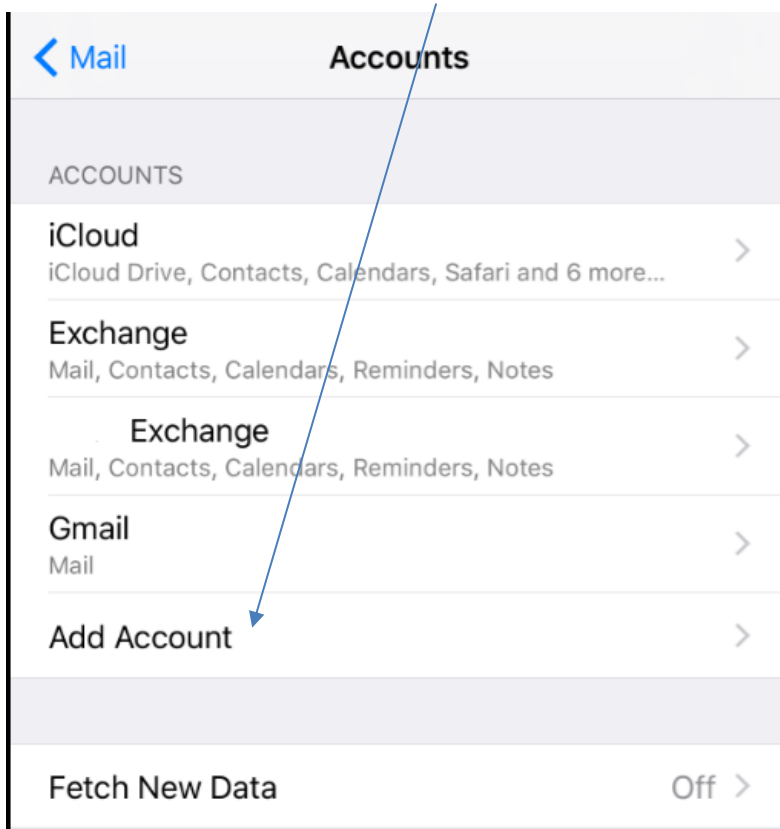
2. Next, select the “Mail” option as below :



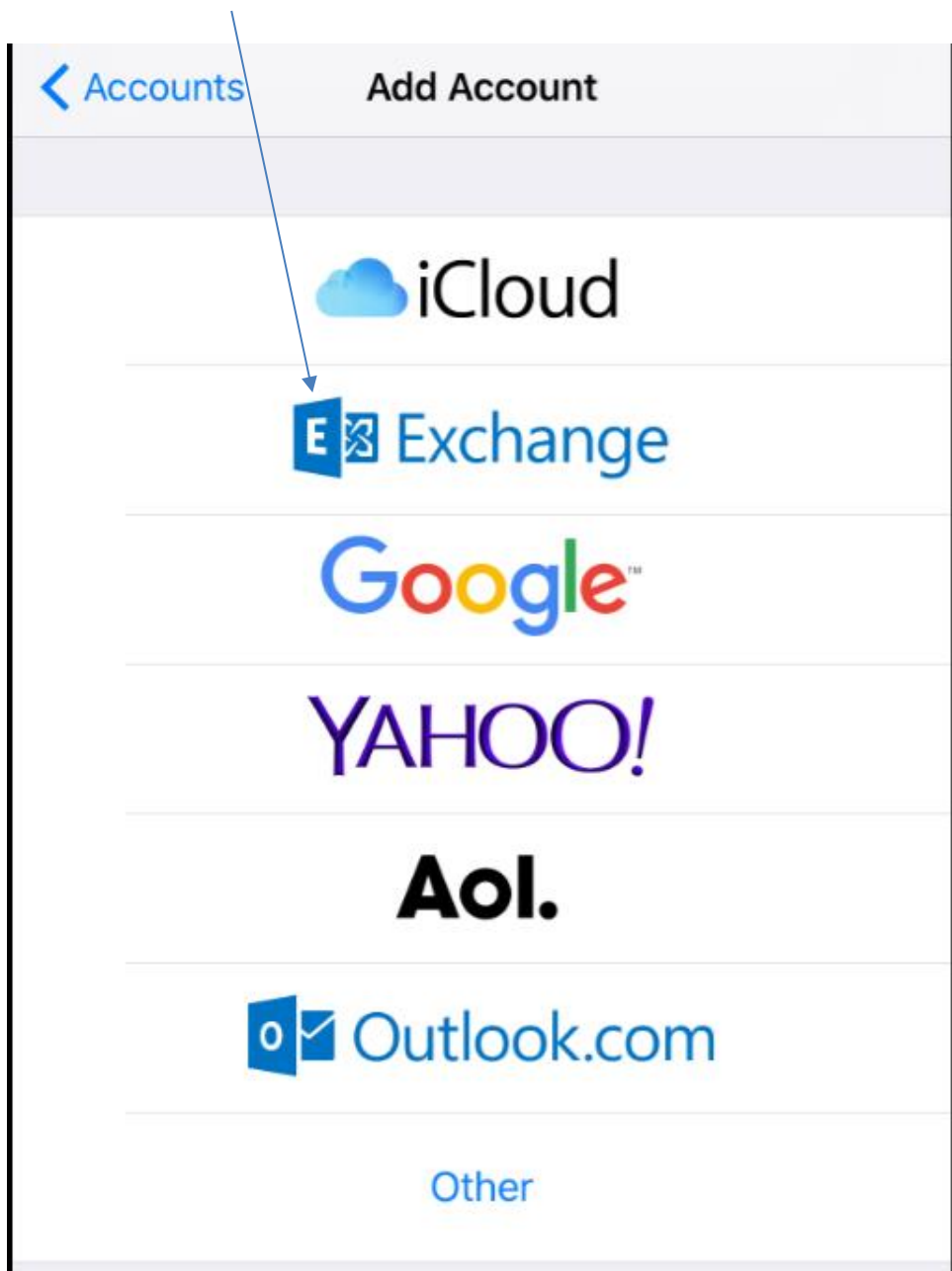
3. Next, select the “Accounts” option as shown below:



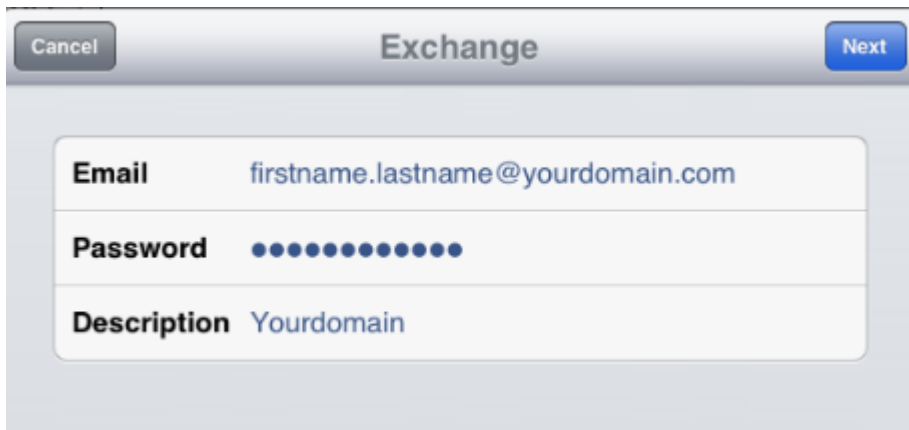
4. Then click on “Add Account” as below:



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



- Next, enter the email address and password you have been provided, then click the Next button.



Exchange

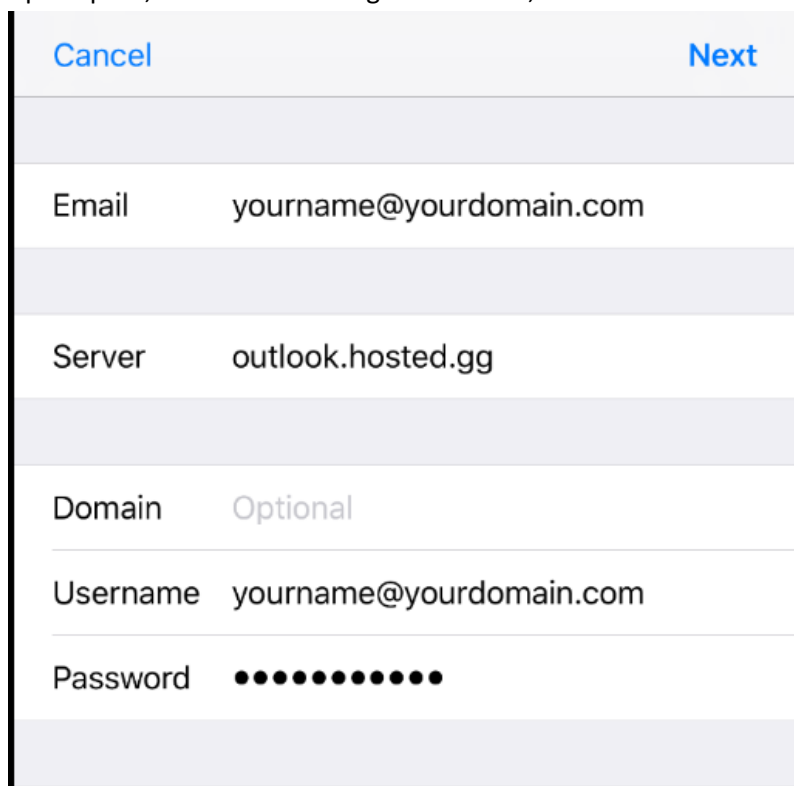
Cancel Next

Email `firstname.lastname@yourdomain.com`

Password ●●●●●●●●●●●●

Description `Yourdomain`

- If prompted, fill in the following information, then click "Next":



Cancel Next

Email `yourname@yourdomain.com`

Server `outlook.hosted.gg`

Domain `Optional`

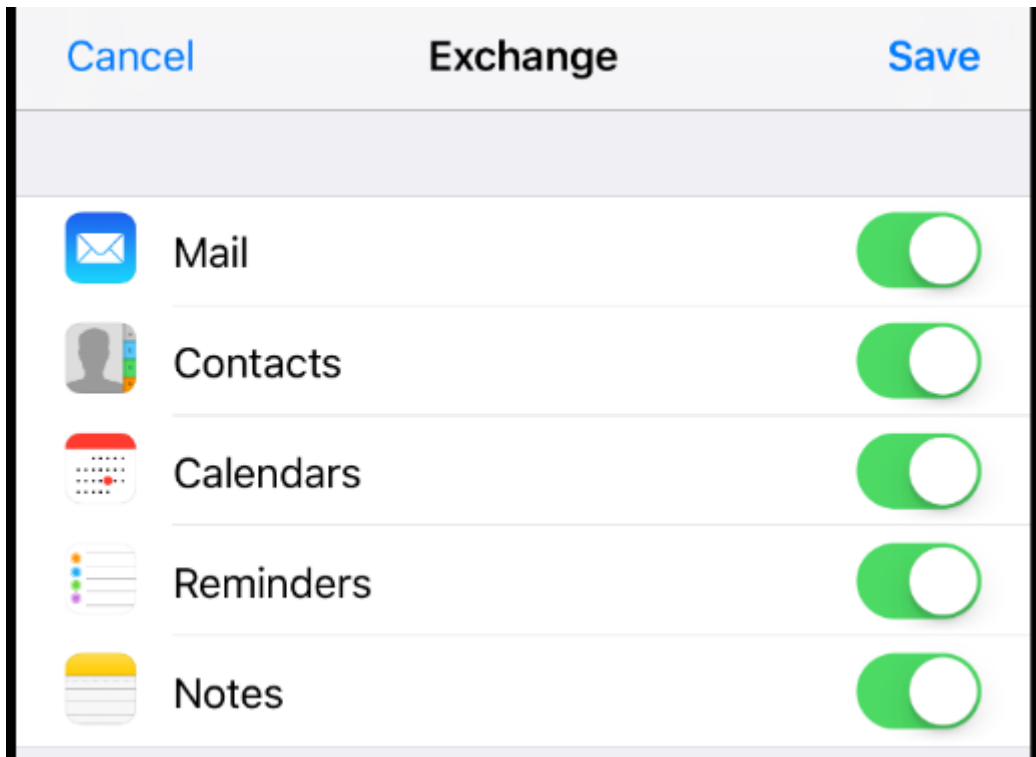
Username `yourname@yourdomain.com`

Password ●●●●●●●●●●●●

- **Email:** Enter your entire email address
- **Server:** outlook.hosted.gg
- **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

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.

8. 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):

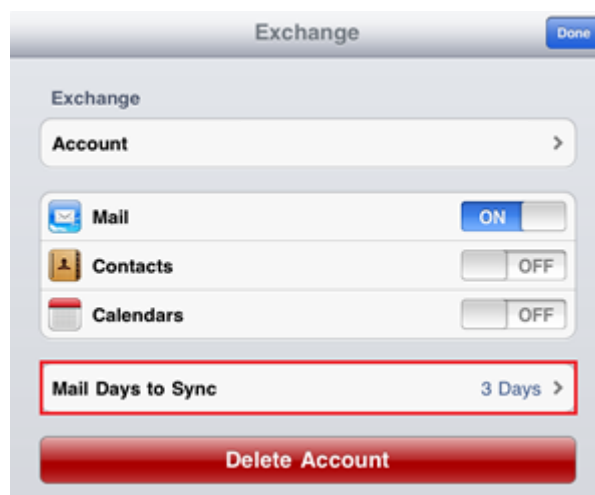


9. Once you have set up your account, return to the home screen and click the Mail icon to access it (shown below).



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

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



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



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

14. 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 iPhone 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.