



EPSOM

COLLEGE

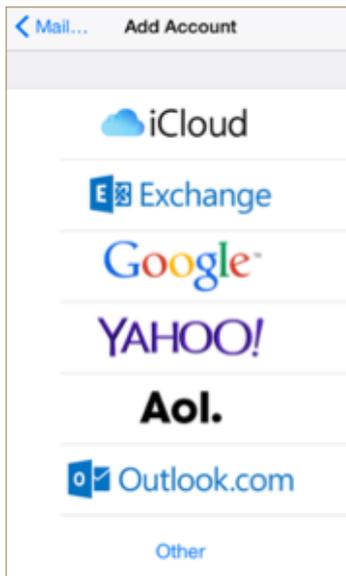
HOW TO SET UP EMAIL ACCOUNT ON IPAD OR IPHONE DEVICE

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When you add your Exchange ActiveSync account, you can sync your Mail, Contacts, Calendars, Reminders, and Notes wirelessly with your iOS device.

1. Add your Exchange account

Tap Settings > Mail, Contacts, Calendars > Add Account > Exchange.

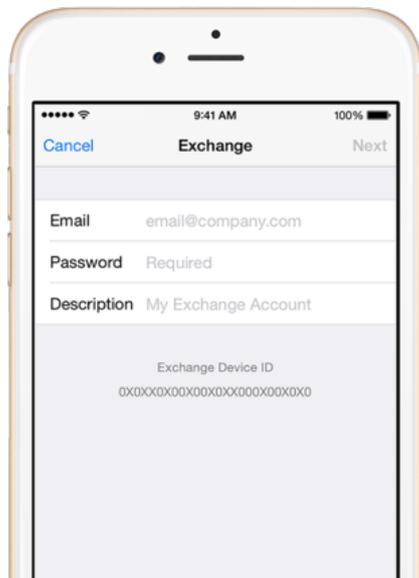


2. Enter your information

Enter your full email address and password.

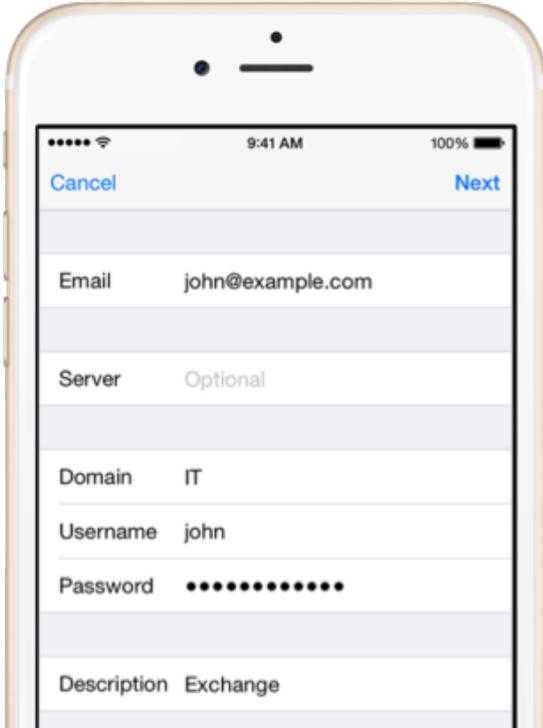
Your email address uses the same username as the college computers with '@epsomcollege.org.uk' added on the end to create your email address. For example 'joe.bloggs2015@epsomcollege.org.uk'

If you want to, you can also enter an account description like 'Epsom College'.



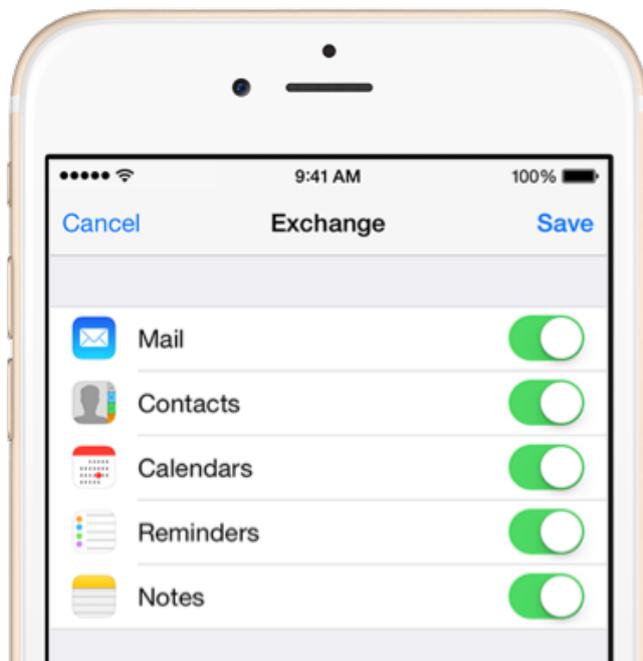
3. Connect to the Exchange Server

Your iOS device will try to find the Microsoft Exchange Server. If this is unsuccessful please enter in the 'Server' field outlook.office365.com



4. Sync your content

Now you have the option to choose what to sync, the options are Mail, Contacts, Calendars, Reminders, and Notes. When you're finished, tap Save.



5. Edit your Exchange settings

Tap Settings > Mail, Contacts, Calendars, select your Exchange account, and tap Account Info.
You can also go here to set up automatic out-of-office replies and change how often you want Mail to sync (the default is 7 days).

6. Now you have successfully setup Microsoft Exchange Email on an Apple Device.

If you are experiencing difficulties logging on, please contact our IT Services department using **ITsupport@epsomcollege.org.uk** or by telephoning **01372 821159**.
