

iPad/iPhone Email Setup

In this section, you will find the instructions on how to setup your new e-mail with your iPad/iPhone.

Instructions:

- Firstly, you will need to delete any previously existing Microsoft Exchange mailbox setup on the device, by doing the following:
 - Go to Settings >Mail, Contact, Calendars>The setup account>Delete Account
- To begin setup, select Add Account beneath Accounts
- Select **Microsoft Exchange**
- Enter your email address, your username will be the same as your email address.
- Password is your email password, which you have to type in each time on your machine when you open Outlook or OWA.
- **Leave the domain option blank.**
- Press Next
- Press Accept if given a validity of certificate warning
- The Server setting, in most cases will fill itself in, if this is not the case, please enter: **outlook.myemailonline.co.uk**
- Press Next again
- Select ON/OFF for Mail, Contacts and Calendars, depending upon your personal preference
- This is now complete, press the Menu button, then go into the Mail icon
- You will now see your email, contacts and calendars update into your iPad/iPhone.