



Apple iOS Device Email Setup Guide

Notes for Staff

These notes provide instructions for you to setup access to your email account on your Apple iOS based SmartPhone or Tablet device.

These notes are based on an Apple iPhone's settings, an iPad will be similar and the concept is similar for other non-Apple devices such as Android / Microsoft SmartPhone's or Tablets.

NOTE: AT THIS STAGE IT IS VERY IMPORTANT TO ENSURE YOUR DEVICE IS CONNECTED TO THE INTERNET PRIOR TO SETTING UP YOUR EMAIL ACCOUNT. PLEASE FIRST CHECK YOU HAVE WIFI OR MOBILE DATA ACCESS ON YOUR DEVICE BY OPENING YOUR WEB BROWSER (SAFARI FOR APPLE DEVICES) AND BROWSING TO SEVERAL WEBSITES TO ENSURE YOU DO HAVE INTERNET ACCESS BEFORE PROCEEDING.

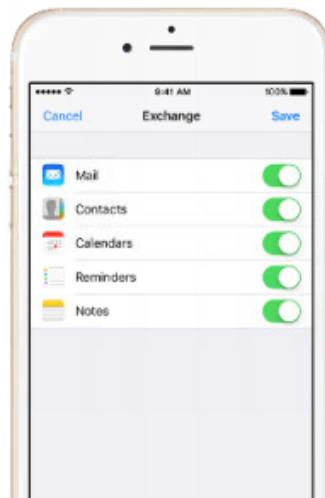
1. Go into the "Settings" icon  and scroll down to the "Passwords & Accounts" icon  this could also be the "Mail" icon on older devices
2. Select the "Add account" option near the bottom of the list of options
3. Select "Microsoft Exchange" or "Exchange" from the list of account types
4. On the next screen put in your primary email address and your current password and then a suitable description for the new email account, e.g. "MyOak Email", this area is free form and can be whatever you like. You may also get a "sign-in" popup for newer devices, if so select this option
5. In the next screen put in the following details:

Server:	Enter the Oak mail server address
Domain	Your domain name
Username	Your username (as you type it to login to your PC)
Password	(this field should already be pre-filled with your password)
Description	(this field should already be pre-filled)

If you need to be advised on what any of the above details are, please contact ServiceDesk on 01481750751

6. Click the "Next" option (in the top right hand corner of the screen), if you have input the above details correctly then you should see ticks next to them before the screen moves forward to the next screen;

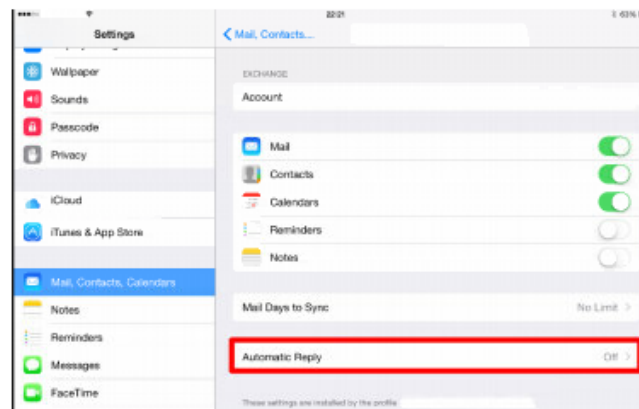
7. On the next screen (as shown on the Apple example below) you can choose which of your items to synchronise to your device, select the required items (or leave the default to sync all items) and click the "save" option to complete the process.



8. At this point (after a minute or two) your device should start its setup and be in a quarantined state (for security reasons), you should then contact an NGIT Staff member or the NGIT ServiceDesk on 750751 to request your device is approved for Activation.
9. Once your device is approved it should start synchronising with the server and you should find your recent email history/folders have populated the email app on your device and it's then ready for you to use.

TIP: For iPhone/iPad's

Did you know that you can now set your Out of Office message on your Apple device, to do so go into Settings, Mail and select the "Automatic Reply" option as shown below:



Should you need assistance please do not hesitate to contact the NGIT ServiceDesk on 01481 750751.