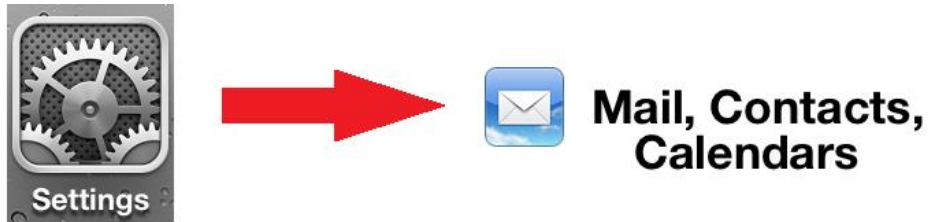


iPhone and iPad Email Setup

Open **Settings**, go to **Mail Contacts and Calendars**



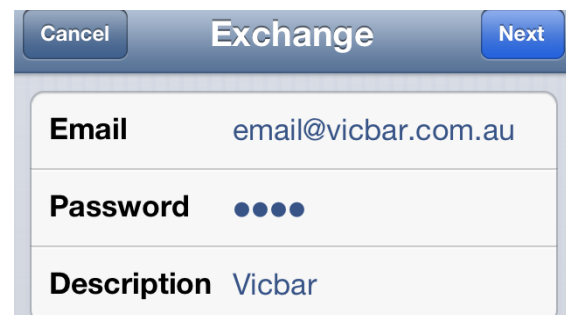
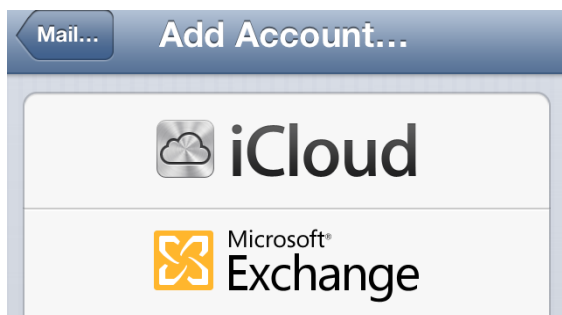
At the top of **Mail Contacts and Calendars**

Tap on **Add account** (this is located below any list of current accounts)

Pick **Microsoft Exchange** (pictured below left)

Then fill out the required fields (pictured below right)

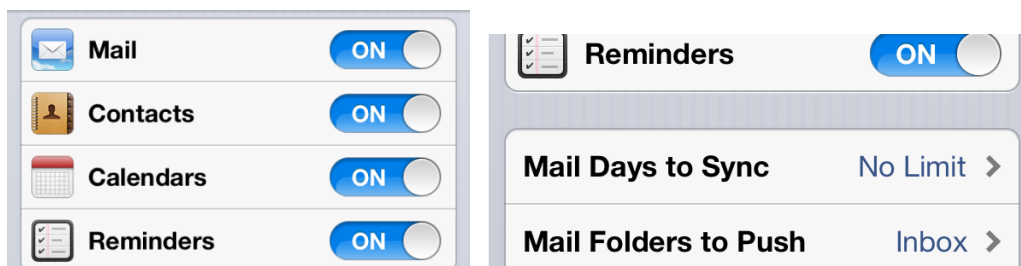
If your phone is running a version of iOS predating version 6.0.0 you will be prompted for more information, (see bottom of the page*)



Note:

The description is just a label for the account.

The next screen will have **Mail, Contacts, Calendars** and **Reminders** set these all to **ON** then tap save if prompted select keep on my iPhone



Back in **Mail Contacts and Calendars** tap on the account you just added

Near the bottom of the account settings, change **Mail Days to Sync** from 3 days to **No Limit**.
And you're done!

iPhone and iPad Email Setup

*For iOS versions earlier than iOS 6.0.0 you will be asked for more information.

Email and **Username** are both your FULL email address.

Domain stays blank

Server is exchange.vicbar.com.au

Email	network@vicbar.com.au
Server	exchange.vicbar.com.au
Domain	Optional
Username	network@vicbar.com.au

Trouble Shooting

1. If your account is unable to verify, double check that you have entered all fields correctly and then re-enter your password.
2. Make sure you currently have an internet connection, test by going to a webpage in safari. Where available connect to a wireless network, rather than relying on your phone's network.
3. Log into the remote email at <https://exchange.vicbar.com.au> and see if you can log in. Remember that the **domain/username** is the **FULL email address**.
4. If your phone indicates you have an internet connection but it doesn't seem to be working, hold the power and home buttons the screen will then go black, your phone will take a minute or 2 to start up.