

4.2.1 Remote Users: iPhone / iPad

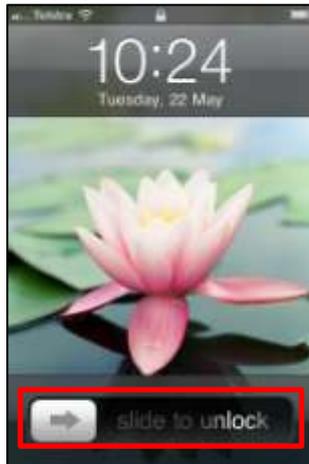
Getting Started

This Guide will assist you with setting up your iPhone to allow you to receive workplace emails, access your calendars & connect to the network.

1. To begin, turn on you iPhone by pressing the silver bar at the top of the iPhone



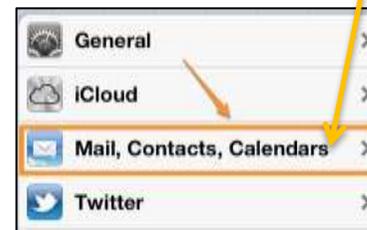
2. Slide your finger across the screen where the arrow is to unlock the iPhone



3. Tap 'Settings'



4. Tap 'Mail, Contacts, Calendar'



If this is an old staff member's iPhone, there will be 'Exchange' at the top of the screen – tap 'Exchange' & tap 'Delete Account' twice & **follow the instructions below**

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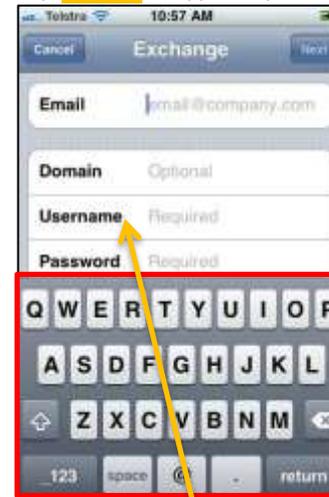
5. Tap 'Add Account'



6. Tap 'Microsoft Exchange'



7. Tap 'Email' & type in your email address using the pop-up keyboard



8. Tap 'Username' & type the username you use to log into your workplace computer each day (e.g. tony.anderson or tanderson)



Use .?123 button to change the keyboard to number format & the ABC button to change back to the alphabetic keyboard

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9. Tap **'Password'** & type your password. To change from low-case to upper case, press the  arrow in bottom left corner of pop-up keyboard & select the first letter for your password then type the rest of your password. Switch to number keyboard as instructed above



10. Tap **Next** at top right of the screen & wait a few seconds to verify the account
11. Tap **'Server'** & type the server address for your workplace as listed below

Galambila	remote.galambila.org.au
Nambucca & Durri	remote.durri.org.au
Biripi & Werin	remote.biripi.org.au
Tobwabba	remote.tobwabba.org.au

12. Tap **Next** at top right of the screen & wait a few seconds to verify the account

If you see the screen below appear, touch **'Continue'**



- Tap **Next** at top right of the screen & wait a few seconds to configure the account

13. Tap **'Exchange'** & then **'Mail Folders to Push'** & touch each folder listed (*scroll down by touching screen & sliding your finger to the top of the iPhone screen*)
14. When finished, press **'Home'** button at bottom of iPhone

