

INFORMATION TECHNOLOGY SERVICES

Set up Corporate Email on an iPhone

Follow the steps below to configure the iPhone to connect to Jazz Email services.

Password Note: when you update your Email password yearly – you will need to update your password in your phone settings or you will no longer receive emails on your phone.

1. Tap the "Settings" icon from the home screen, then "Mail, Contacts, Calendars" You may need to scroll down to see this option.



2. In "Mail, Contacts, Calendars", tap "Add Account..."



Bell 3G	11:06		9 📰
Settings Ma	nil, Contac	ts, Caler	.
Accounts			
Exchange Mail, Contacts	Calendars		>
Add Account			>>
Fetch New Data Push		Push	>
Mail			
Show	50 Recent	Messages	>
Preview		2 Lines	>
Minimum Font Size Medium		>	
Show To/Cc Label OFF			F

3. Tap the "Microsoft Exchange" icon

Note: This is where you come in if you tap the Mail app from the home screen with no accounts configured.

Note: For iOS7 this will be called E Exchange



- 4. Now enter your Exchange account information:
 - i. Your full Jazz Email address
 - ii. You do not need to enter a **Domain.** This will be configured during the autodiscover process during the verification.



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iii. Your Jazz Username Your Jazz Password

Use the same user name and password that you use when you log into OWA (Outlook Web Access).

iv. You *can optionally* modify the **Description** to something other than your email address



v. For iOS6/iOS7 users the server name "webmail.flyjazz.ca" is required



5. Tap "Next" and the iPhone will attempt to auto-discover and configure the Exchange account



6. Tap "Next" and the iPhone will verify the configuration, tap "Save"



7. By default, the iPhone will synchronize all three data types (Mail, Contacts, and Calendars) with your Exchange ActiveSync server, but you can turn one or more off if you wish



8. If you choose to make changes to the "Mail, Contacts, Calendars" menu, then tap "Done" and the iPhone will finalize the configuration and return you to the "Mail, Contacts, Calendars" menu while your iPhone communicates with the server *Note:* It can take a few minutes for calendar entries and contacts to show up



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Follow the steps to configure the iPhone to DIS-connect from Jazz Email services

- 1. Tap the "Settings" icon from the home screen, then "Mail, Contacts, Calendars"
- In "Mail, Contacts, Calendars", tap "Your Jazz Exchange Account" Note: You may have set a label for "Your Jazz Exchange Account" click on this otherwise the default is "Exchange"
- 3. Tap "Delete Account" at the bottom of the screen

