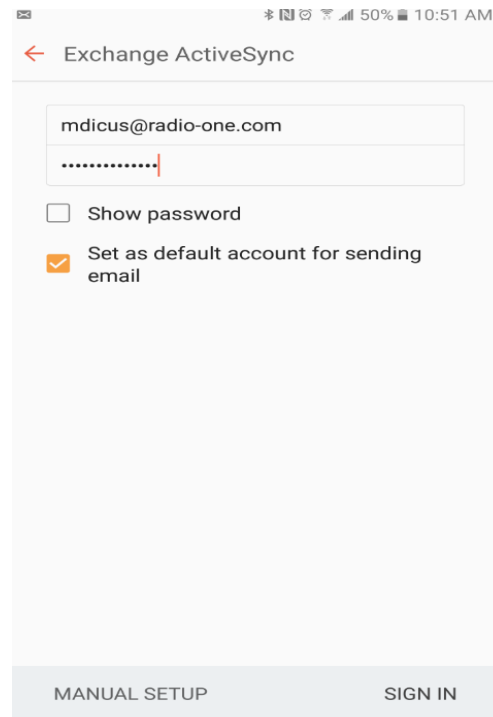


Company Email Setup for Android Device scroll to Page 4 for Apple devices

- 1) To add email to your phone, find your **Settings** and go to **Accounts** and select **Microsoft Exchange Active Sync**
- 2) On the next screen, **enter your email address and password then select Manual Setup**



3) On the next screen enter all the below information, then select Sign In

← Exchange server settings

Account

Email address
mdicus@radio-one.com

Domain\username
r1corp\mdicus@radio-one.com

Password
.....

Show password

Server settings

Exchange server
outlook.office365.com

Use secure connection (SSL)

Use client certificate

CLIENT CERTIFICATE

Mobile device ID

SIGN IN

Account

Email Address: **youremail@radio-one.com**

Domain\username: **r1corp\youremail@radio-one.com**

Password: **Network\Email Password**

Server Settings

Exchange server: **outlook.office365.com**

Check off the option to Use secure connection (SSL)

4) Next choose your mailbox setting, Select Sign In and then accept the terms and Active your mailbox

← Manual setup

Period to sync Email
1 month ▼

Sync schedule
Manual ▼

Emails retrieval size
No limit ▼

Period to sync Calendar
1 month ▼

Notify me when email arrives

Sync Contacts


Sync Calendar

Sync Task

Sync Messages

SIGN IN

← Device administrator

 **Email**

Server outlook.office365.com must be able to remotely control some security features on your device.

Activating administrator will allow Email to perform the following operations:

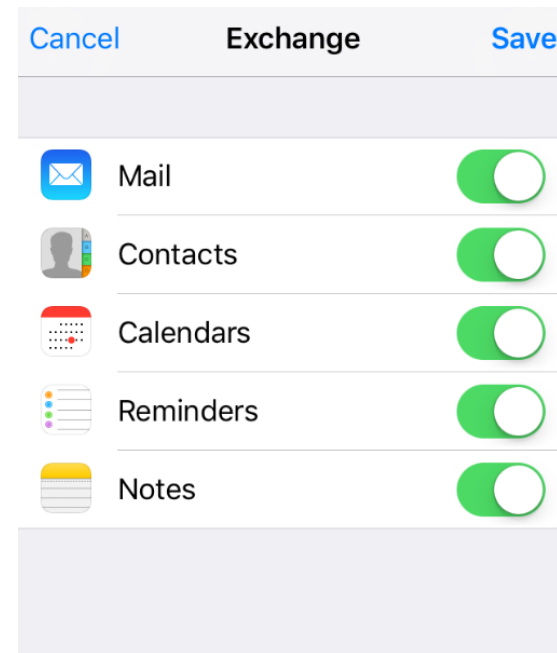
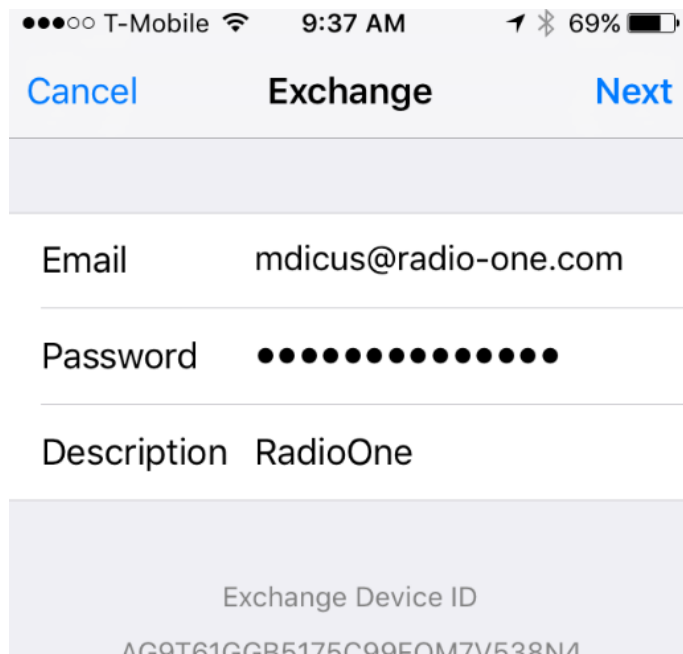
- **Erase all data**
Erase the phone's data without warning by performing a factory data reset.
- **Set password rules**
Control the length and the characters allowed in screen-unlock passwords.
- **Monitor screen-unlock attempts**
Monitor the number of incorrect passwords typed when unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- **Lock the screen**
Control how and when the screen locks.
- **Set lock-screen password expiration**
Control how frequently the lock-screen password must be changed.
- **Set storage encryption**
Require that stored app data be encrypted.
- **Disable cameras**
Prevent use of all device cameras.

CANCEL ACTIVATE

Company Email Setup for Apple Device

*Note: It can take 10 minutes for email to download

- 5) To add email to your iPhone, find your **Settings** and go to **Mail, Add Accounts** and select **Microsoft Exchange Active Sync**
- 6) On the next screen, enter your **Email, Password and Description** then select **Next**
- 7) Choose what you want to receive and select **Save**



Company Email Setup for Apple Device *continued.....*

*Note: It can take 10 minutes for email to download

1) To **edit** how many **Mail Days to Sync** go back to **Accounts** select **Radio One** and edit your settings

