Setting up Email on Apple Devices (Iphone & Ipad)

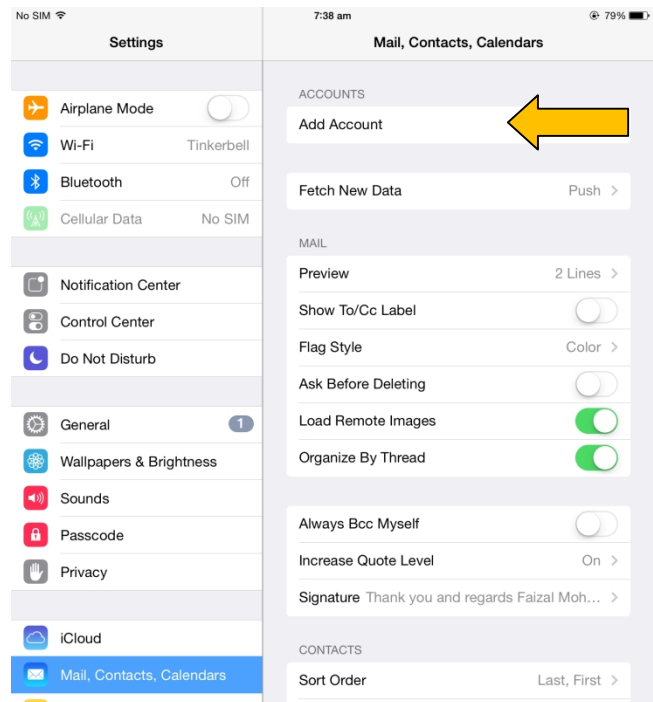| Revision 2	25 September 2014

Changes include:
- **1. Recommendation to create a new email account instead of editing existing account**
- **2. Closing the Mail App and Opening to allow Sync**


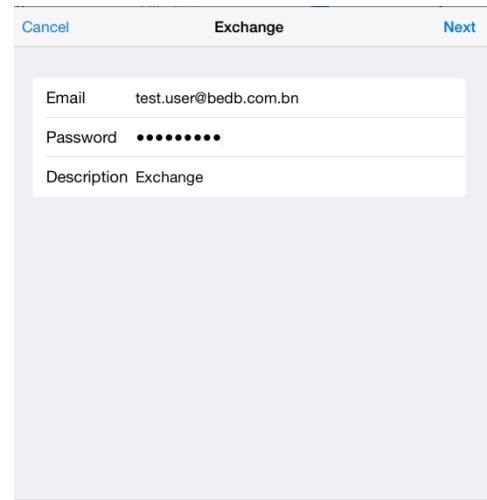|	
1. Go to "Mail, Contacts, Calendars" and select "Add Account" on the right **Note: It is recommended to create a new email account as the account needs to be authenticated with the new encrypted mail server.** **If you are editing from an old email account, ensure that the Server Name is changed to 'mail.bedb.com.bn' and that SSL Encryption is turned on under Advance Settings.**	
2. Select "Exchange"	
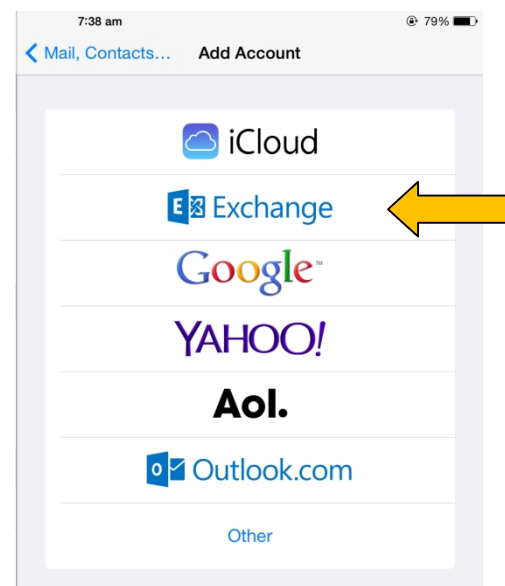
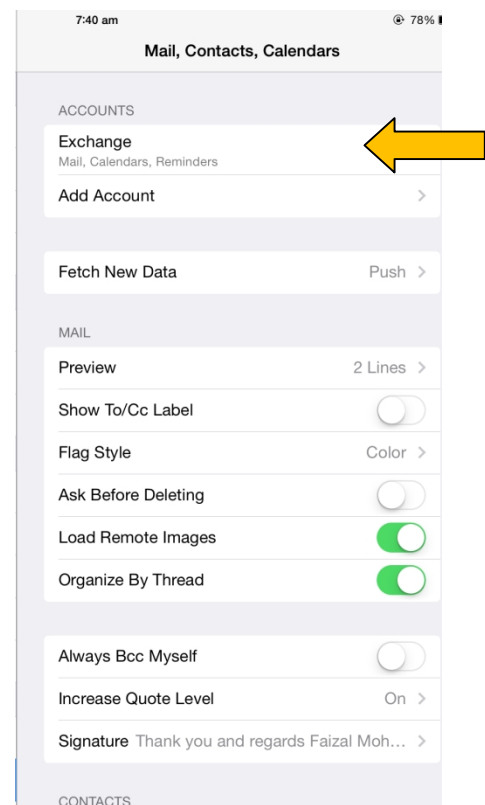|	
3. Enter your full email address and password. Then click "Next"	
4. In the next window, enter your details as follows. **Email:** Your full email address **Server:** mail.bedb.com.bn **Domain:** bedb **Username:** Your username is the login name name for your PC. Eg **c123** or **i254** **Password:** Your usual password **Description:** Exchange Once done, click "Next". Your email will attempt to find your email settings and shows a green mark to indicate that all settings are correct. **Note: The BEDB Email Server now uses SSL encryption. Please ensure this option is selected.**	
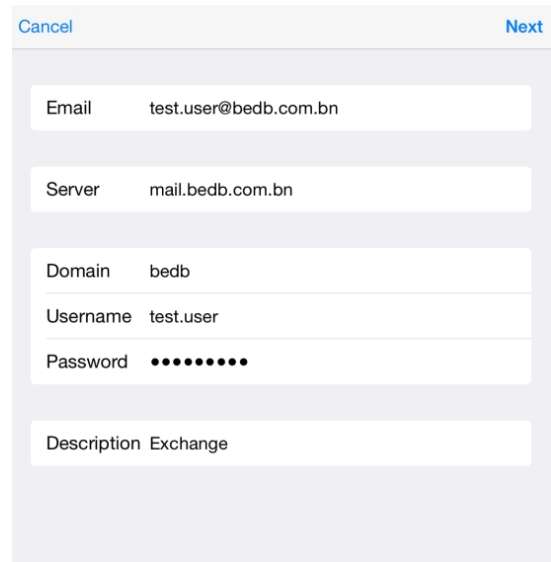
5. In the next windows, enable the following tabs as displayed. If you want your email contacts to also be sync to your Apple decides, turn on the option as well. Once done, click "Save"	**Cancel** **Exchange** **Save** ✉ Mail (on) 👤 Contacts (off) 📅 Calendars (on) 📋 Reminders (on) 📒 Notes (off)
6. You will then return to the Mail, Contacts, Calendars menu. Under **Accounts** you can now see "Exchange" which indicates that your email has been set up.	7:40 am 78% **Mail, Contacts, Calendars** ACCOUNTS Exchange Mail, Calendars, Reminders ⬅ Add Account › Fetch New Data Push › MAIL Preview 2 Lines › Show To/Cc Label (off) Flag Style Color › Ask Before Deleting (off) Load Remote Images (on) Organize By Thread (on) Always Bcc Myself (off) Increase Quote Level On › Signature Thank you and regards Faizal Moh... › CONTACTS
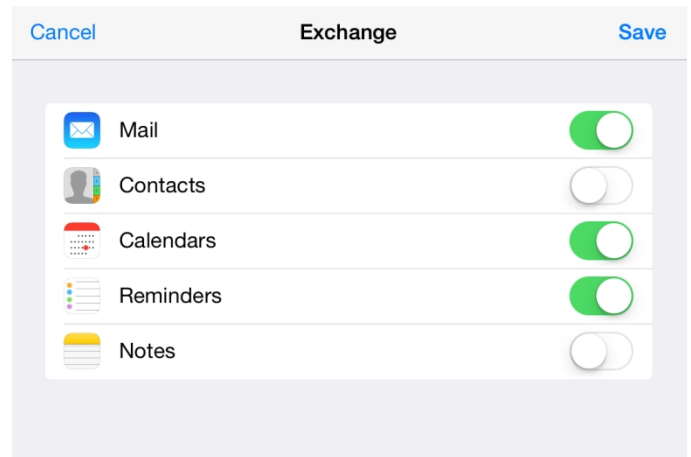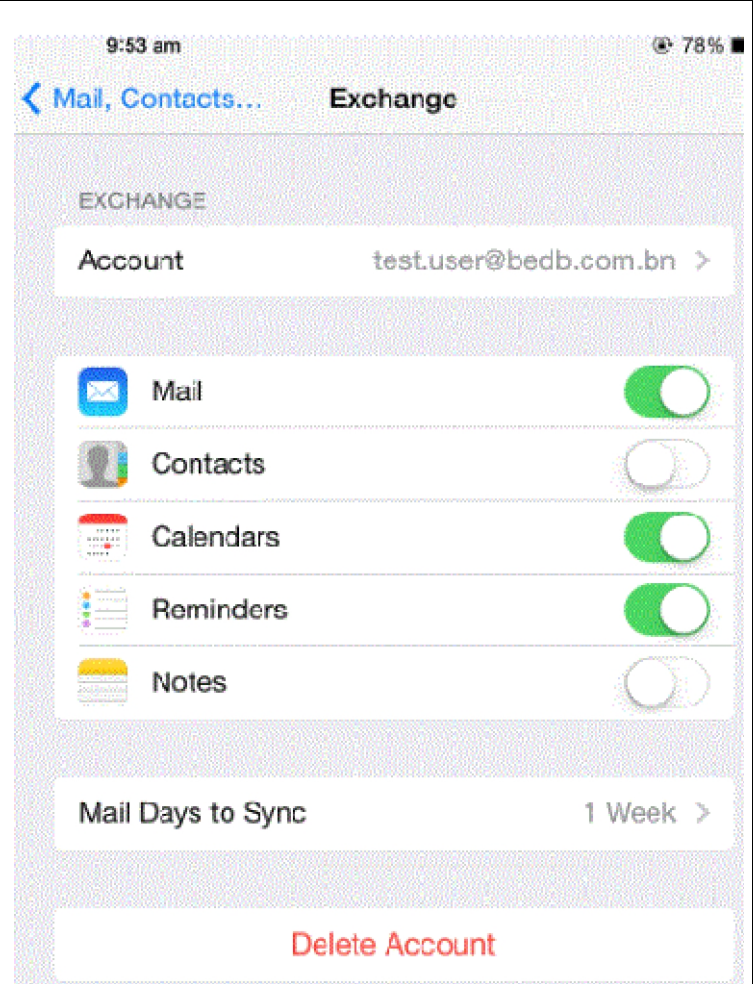
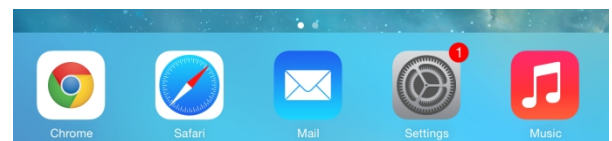|	
7. By clicking on the "Exchange" link, you will be shown the following menus. From here you can determine the number of days you want your email to be sync to your Apple device. **Note: The more days you sync, the slower your email will be retrieved in your phone.**	9:53 am 78% ‹ Mail, Contacts... **Exchange** EXCHANGE Account test.user@bedb.com.bn › ✉ Mail ⬤ 👤 Contacts ◯ 📅 Calendars ⬤ 📋 Reminders ⬤ 📒 Notes ◯ Mail Days to Sync 1 Week › Delete Account
8. On your device screen, select the Mail app to begin using your emails. **Note: Please ensure that the Mail App is closed by double clicking the Home Button and swiping up. This allows the email server to sync and authenticate with the device.**	Chrome Safari Mail Settings Music
9. Your mail interface will look like this.	No SIM 📶 7:41 am ‹ Mailboxes **Inbox** Edit ⚐ 🗁 🔍 Search ▇▇▇▇▇▇▇ Yesterday RE: From: Test User Sent: Saturday, 20 September, 2014 5:23 PM To: Faizal... ▇▇▇▇▇▇▇ Yesterday RE: Here -----Original Message----- From: Test User Sent: Saturday, 20 September, 2...