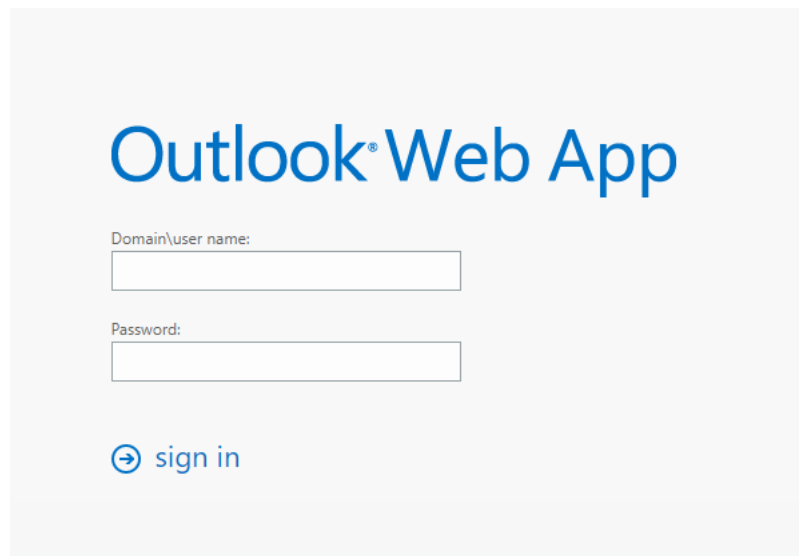




How to setup Apple Mail on your mobile phone

Before you begin you will need;

1. Working mailbox
 - a. Username and Password should be valid and working. Please test your Credentials by logging onto the Liquidcloud Web portal – <https://mailcpt.exchangemail.co.za/owa> with your email address and password to ensure that it is working.
 - b. Note that in some rare cases your email address and user logon name may differ. Please contact Service Desk should you have any issues logging on.



<https://mailcpt.exchangemail.co.za/owa>

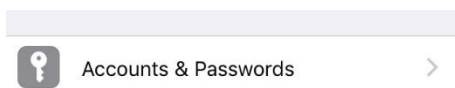
2. Working Internet Connection - Internet connectivity is required.
3. Smartphone or mobile device that supports Active Sync.



Configuring the Apple iOS Mail client

You can connect your device to the Exchange server by following these steps.

1. Tap Settings.
2. Tap Accounts & Passwords.



3. Tap Add Account.

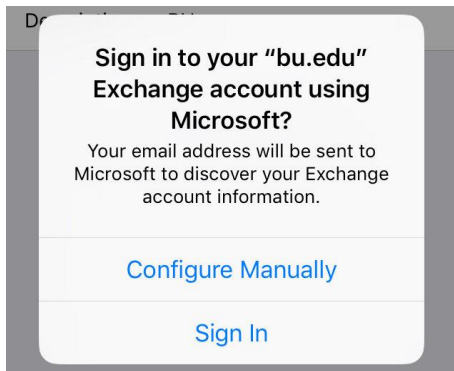


4. Tap Microsoft Exchange.

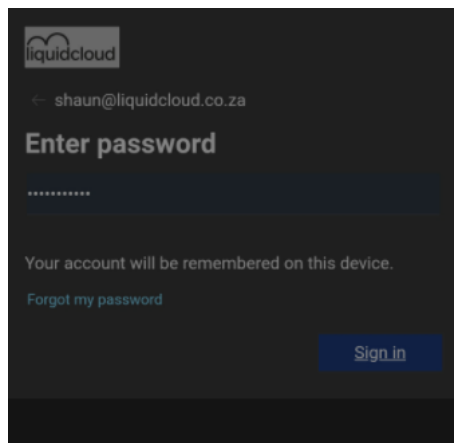


5. Fill in the following information
 - o Email is your complete email address.
 - o Description is the name your Exchange account will have on your device and will be displayed in a list if you have more than one email account configured.
6. Tap Next to continue.

7. Choose whether to Configure Manually or Sign In. The Sign In method is preferred. If you wish to Configure Manually, the necessary server settings are available on the [ActiveSync - General settings page](#) at the end of this document.



8. Sign in via the Office 365 login page.

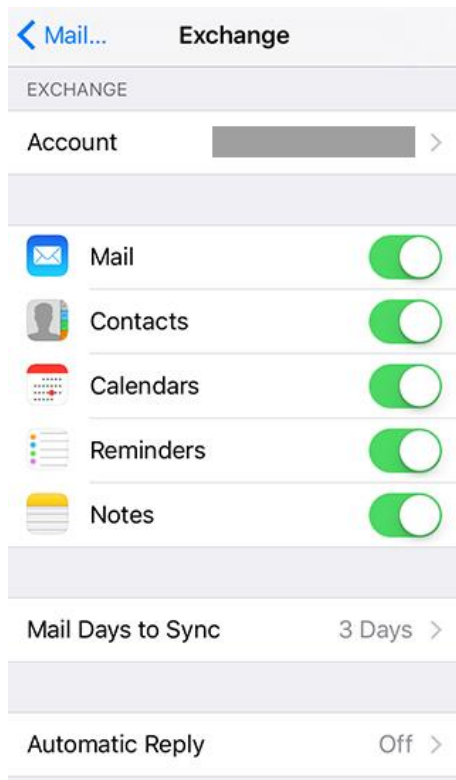


9. Tap **Save**.
Your device will connect to the Exchange server with the information you have entered. It will take a few minutes to synchronize your device and the Exchange server. When it's done, your most recent email, calendar items, reminders, and Exchange Contacts will be viewable on your device.

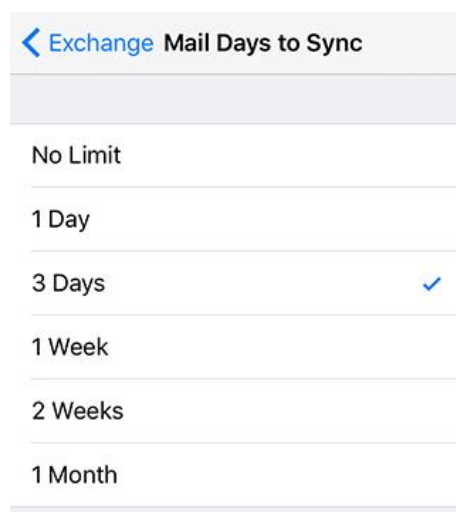
The next step is to adjust a few settings for your Exchange account.



1. Tap the account you just created to see the Exchange settings page. Make sure the switches for Mail, Contacts, Calendars, and Reminders are switched ON or OFF, depending on your preference.



2. Then click the Mail Days to Sync button. Tap one of the options, depending on your preferences. Choosing No Limit is not recommended and 1 Month is the maximum.





Active Sync - General Settings

If you are not using an Apple, Android, or Windows mobile device, the following settings are applicable to any device using Mobile Synchronization to Office 365, although the order in which you are prompted to provide these settings will vary across devices and versions.

- Email Address or Username is your complete e-mail address, which is login@plusgroup.co.za.
- Password is your Domain password.
- Domain is left blank.
- Server is mailcpt.exchangemail.co.za.
- Use SSL should be on or selected.

ACCOUNT INFO

Email
liquidcloud@plusgroup.co.za

Password
..... 

Client certificate
None [SELECT](#)

SERVER SETTINGS

Domain/Username
liquidcloud@plusgroup.co.za

Server
mailcpt.exchangemail.co.za

Port
443

Security type
SSL/TLS ▼

Mobile Device ID: androidc677718358