



www.openhive.net

Configuring your iPhone to receive email

Introducing the OPENHIVE Platform from Capita

Version 1.0



Introduction

This guide will show you how to configure your iPhone to accept e-mail from OPENHIVE. This will allow you to do the following:

- Receive and send e-mail
- Manage your contacts
- Manage your calendar

To find out the full features for using your iPhone with Exchange please visit the Apple website www.apple.com

Prerequisites

Before you start it is important to make sure the following is complete:

1. Make sure your iPhone software is up to date
2. Make a backup of your iPhone
3. Make sure your iPhone is password protected (required for security)
4. Make sure the Erase Data option is enabled (this is optional but we suggested this is enabled in case your iPhone is stolen or lost so your personal data is protected)
5. Make sure your iPhone is connected to the internet

Instructions for these features are available from Apple's website.

Setup instructions

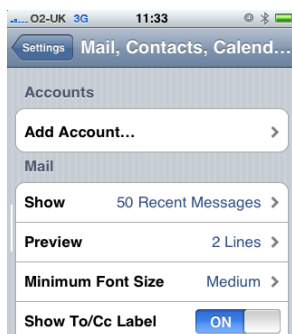
1. Make sure your iPhone is on and that you can see the home screen



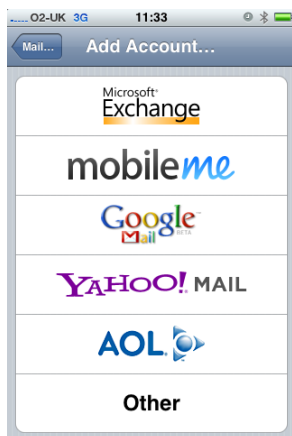
2. Click Settings and select Mail, Contacts, Calendars



3. Now select Add Account...

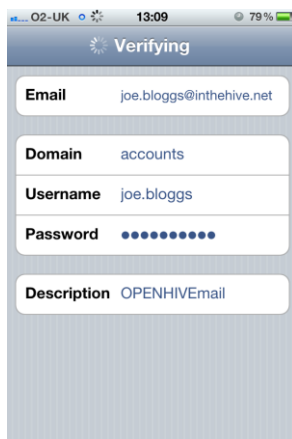


4. Select Microsoft Exchange



5. From the settings screen enter the following information:

- Email: Enter your full email address for example joe.bloggs@inthehive.net
- Domain: Enter the word "accounts"
- Username: enter your username for example joe.bloggs
- Password: enter your password
- Description: Enter a description of the connection, if you wish

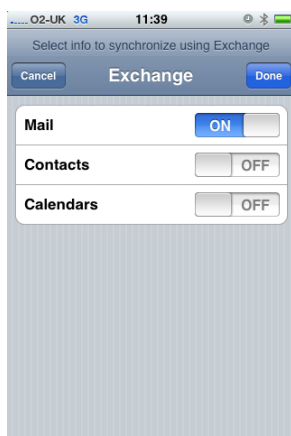


6. Click Next

7. Enter mail.inthehive.net when you are asked for the Server name



8. Once your account is verified you will be asked what you would like to be synchronized:



9. By default you require Mail to be synchronized. Make sure this option is on.

You can also synchronize your OPENHIVEmail Contacts list and/or your Calendar. Please note that by turning on synchronisation between your OPENHIVEmail Contacts and/or your Calendars it will replace all the existing Contacts/Calendar data on your iPhone.

At this point you may wish not to synchronise your Calendar or Contacts list. You can modify these settings at a later date if you require.

** Capita accepts no liability for loss of data when configuring your iPhone to work with our Exchange server.*

To access your email

1. From the home screen on your iPhone select Mail
2. Select the account you have just created
3. Select Inbox
4. As this is the first time you have used your iPhone it may take a few minutes for your iPhone to sync with the OPENHIVE Exchange server.

For further help please visit the Apple web site or contact Synetrix.