

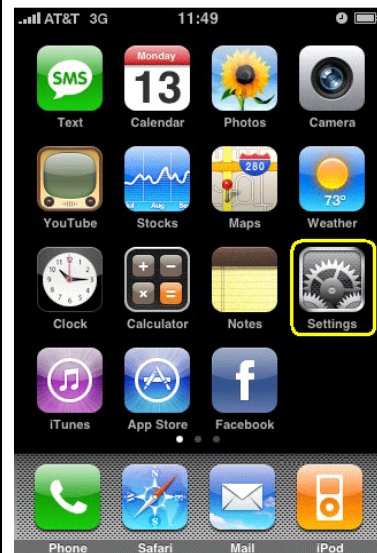
Synchronise Your Phone to Email

This document shows you how to connect your iPhone to your Virtual Worlds mail system. Other phones will have different menus but the settings should be similar. In summary there are 8 steps:

1. **Settings**
2. **Mail, Contacts, Calendars**
3. **Add Account**
4. **Exchange**
5. **Account**
6. **Server**
7. **Synchronize**
8. **Finish**

Step 1) Settings

On the main iPhone menu choose the icon called Settings.



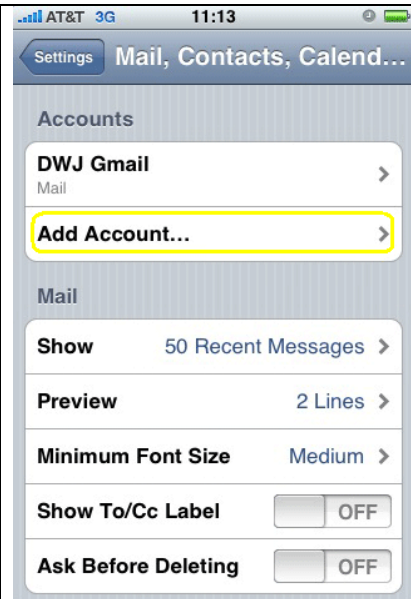
Step 2) Mail, Contacts, Calendars

In the Settings menu click on the Mail, Contact, Calendars Option.



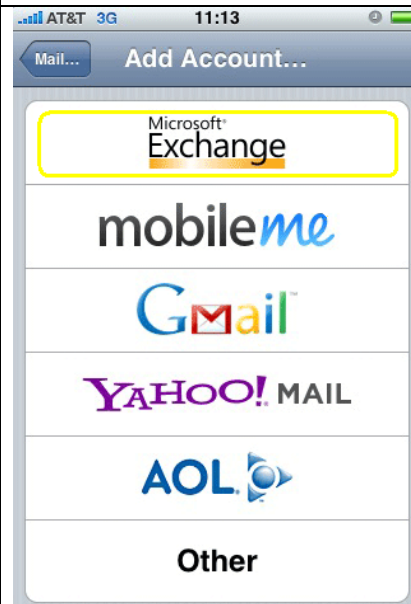
Step 3) Add Account

In the Settings menu click on Add Account...



Step 4) Exchange

The next menu asks what type of e-mail account you would like to set up, choose Microsoft Exchange at the top of the list.



Step 5) Account

On the next screen it asks for your initial Email information, enter the information as shown below. When complete click on the save button to store your details.

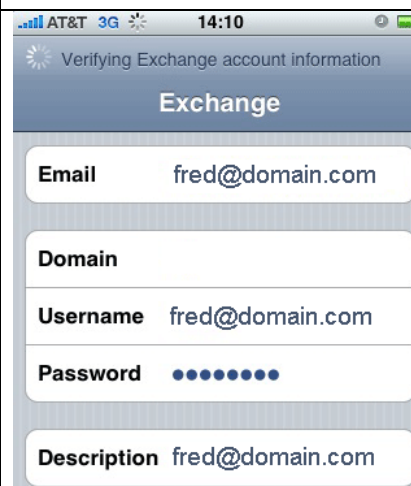
Email: [Your Email Address](#)

Domain:

Username: [Your Email Address](#)

Password: [Your password](#)

Description: [Display name of the account](#)



Step 6) Server

Once you click the Save button it will attempt to connect but it will initially fail, returning with an extra field that asks for the server name.

In the server field enter the address:

webmail.virtualworlds.co.nz

Then click on the Save Button again.



Step 7) Synchronize

If the verification process succeeds after the previous step then it will proceed to the window with synchronization options, you can choose to sync Mail, Contacts, and Calendars from the Exchange server with your iPhone.

WARNING: If you already have Contacts and Calendars set up on your iPhone this could erase what you currently have, so make sure you back up your iPhone data before proceeding! By Default only Mail is synchronized so it won't cause any adverse effects to your iPhone data.



Step 8) Finish

You are done! Click the save button and it will verify your settings and start downloading your e-mail for easy and convenient reading, if you get errors please verify that you are using the correct username and password.

Note: if you have no password set on your phone you will be prompted to set on (normally a 4 digit numeric code used when you power on your phone).