# Synchronising your E-Mail, Calendar and/or Contacts with Imberhorne:
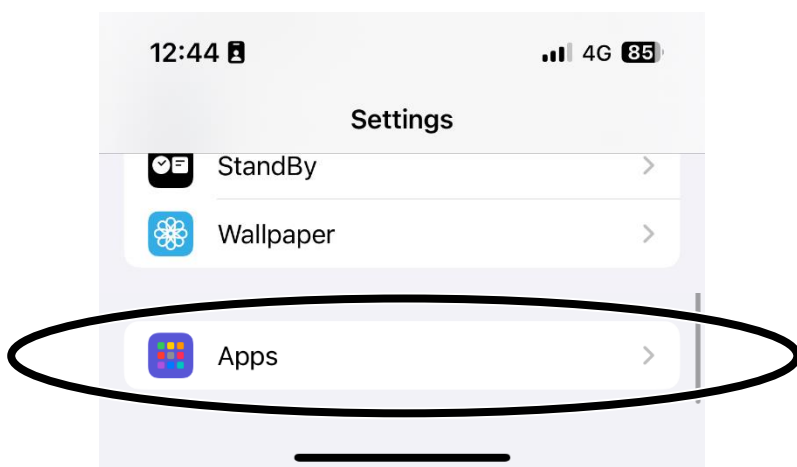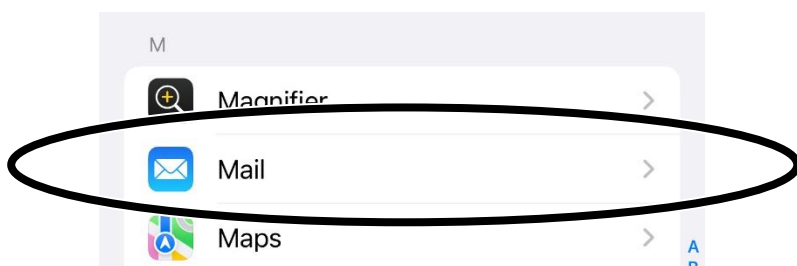
# iPhone & iPad

1) Make sure your device is connected to the Internet! – Either connect to Wi-Fi or turn on Mobile Data.
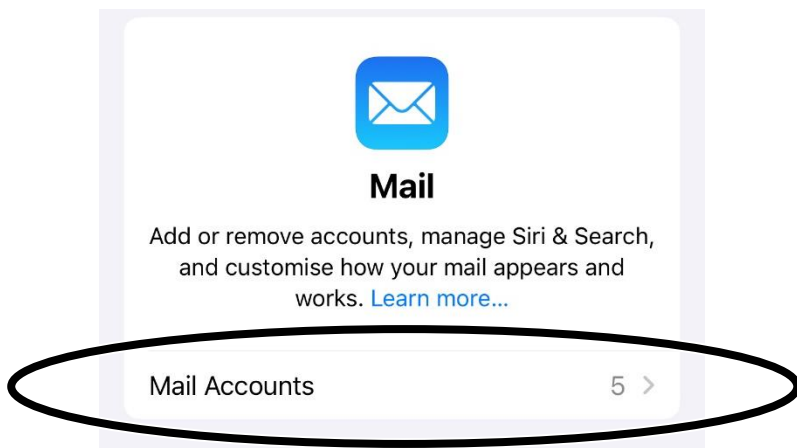
2) Open "Settings":



3) Tap "Apps":



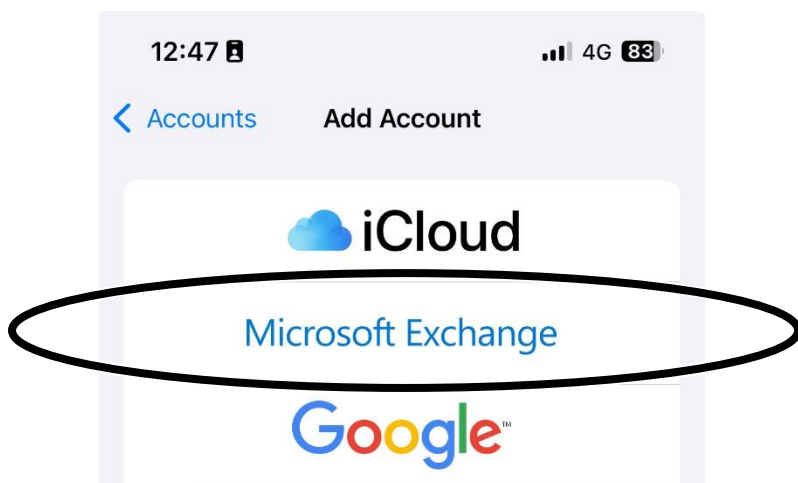4) Tap "Mail":



5) Tap "Mail Accounts":

# iPhone & iPad

6) Tap "Add an Account":



7) Tap "Microsoft Exchange":



8) In the "Email" field enter your school e-mail address:

Email        010150@imberhorne.co.uk

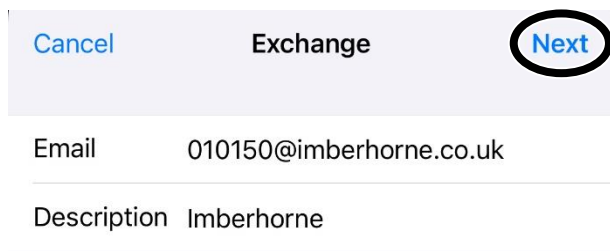Remember to change the "010150" bit to **your** username!

9) In the "Description" field, enter something to identify this account by, such as "Imberhorne" or "School E-Mail":
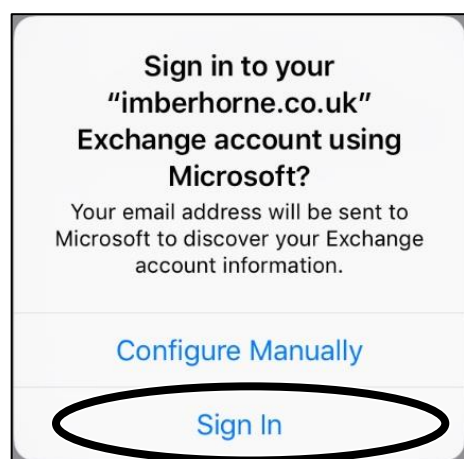
Description   Imberhorne

Continued…

imberhorne i.t.

# iPhone & iPad

10) Tap "Next":

> | Cancel | **Exchange** | Next |
> |---|---|---|
> 
> Email    010150@imberhorne.co.uk
> 
> Description   Imberhorne
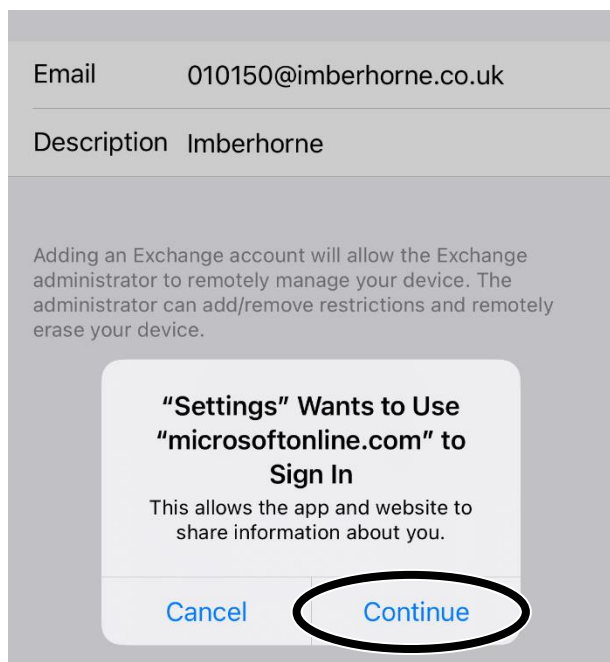
11) Tap "Sign In":

> ### Sign in to your "imberhorne.co.uk" Exchange account using Microsoft?
> 
> Your email address will be sent to Microsoft to discover your Exchange account information.
> 
> **Configure Manually**
> 
> **Sign In**

12) Tap "Continue":

> Email    010150@imberhorne.co.uk
> 
> Description   Imberhorne
> 
> Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator can add/remove restrictions and remotely erase your device.
> 
> ### "Settings" Wants to Use "microsoftonline.com" to Sign In
> 
> This allows the app and website to share information about you.
> 
> | Cancel | Continue |
> |---|---|

Continued…

# iPhone & iPad

13) In the "Enter password" field, enter your school password, then tap "Sign in":

**IMS IMBERHORNE SCHOOL**

← 010150@imberhorne.co.uk

**Enter password**

Password

Your account will be remembered on this device.

Forgot my password

Sign in

14) Tap "Accept":

**Microsoft**

010150@imberhorne.co.uk

**Permissions requested**

**Apple Internet Accounts**
Apple Inc. ✓

This app would like to:

∨   Maintain access to data you have given it access to

∨   View your basic profile

∨   Access your mailboxes

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at https://myapps.microsoft.com. Show details

Does this app look suspicious? Report it here

Cancel          Accept

15) Turn off anything you don't want to sync with the school system – we suggest you leave Mail (for e-mail) and Calendars (for your timetable) turned on. Tap "Save" and you're done!

Cancel          **Imberhorne**          Save

✉ Mail                    ⬤

👤 Contacts               ⬤

📅 Calendars              ⬤

📋 Reminders             ⬤

📝 Notes                  ⬤

**imberhorne i.t.**