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PURPOSE:

This document explains how to configure access to the **Intertek Moody** corporate e-mail system on Apple iOS devices such as the iPhone, iPad, or iPod touch. Please note that this procedure only applies to mailboxes that have been migrated from the Moody email system.

IT Policy:

Access to the e-mail system using Apple iOS devices is only authorized upon written approval by an IT Manager in addition to a Business Manager.

PROCESS STEPS:

1. Confirm that the e-mail administrator has activated the **ActiveSync** package on your mailbox.

2. On the handheld device, tap **Settings > Mail, Contacts, Calendars > Add Account... > Microsoft Exchange**.

3. On the next screen, enter the following:

- Under **Email**, enter your email address (firstname.lastname@intertek.com).
- Under **Domain**, enter **exchprod**
- Under **Username**, enter your e-mail address.
- Under **Password**, enter your e-mail password.
- Under **Description**, you may enter anything you like.

4. Click **Next**.



1. Your iOS device will now try to locate the E-mail Server using Microsoft's Autodiscovery service. You may see a warning message that says the device was unable to verify the Exchange account. If it cannot locate the server, you will see another screen that allows you to enter the name of the **Server**.

Enter "**rpc.postoffice.net**" (without the quotation marks).

2. Click **Next (or Save)**.

3. Your iOS device will try to create a secure (SSL) connection to the e-mail Server. After successfully making a connection to the Exchange Server, you may be prompted to change your device passcode to match whatever policies may have been set on the server.



4. Choose which type of data you would like to synchronize: Mail, Contacts, and Calendars.
5. Note that by default, only three days' worth of email is synchronized. To synchronize more, go into **Settings**, then **Mail, Contacts, Calendars**, select the **Exchange** account, and tap on **Mail days to sync**.
Note: All existing contact and calendar information on the iOS device is overwritten. Additionally, iTunes will no longer sync contacts and calendars with your desktop computer.
6. Click **Save**.

