



How to access my @physicians from an iPhone

This guide has been provided based on the phone types supported by Microsoft Live@edu, including Windows phones, iPhones and Android devices.

Step 1: Select **Settings** on your iPhone.



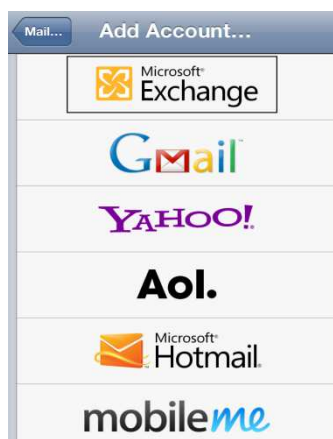
Step 2: Go to **Mail, Contacts, Calendars**.



Step 3: Select **Add Account**.



Step 4: From the available options that appears select **Microsoft Exchange** or **Exchange ActiveSync**



Step 5: Enter the appropriate information into each of the following fields.



Email	Enter your entire @physicians e-mail address
Domain	Leave this field blank
Username	Enter your full @physicians email address
Password	Enter the e-mail password you provided to the RCPI Helpdesk. <i>Note: For security reasons, please remember to change this once you have set up your account.</i>
Description	Enter a Description to identify this account e.g. RCPI Physicians

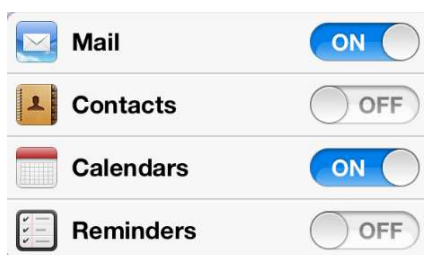
Step 6: Click the **Next** button. Autodiscover should do the rest and you may need to wait a moment while your information is verified.

Step 7: If autodiscover did not work, enter **outlook.office365.com** into the **Server** field if it is not already visible.

Step 8: Click the **Next** button.

Step 9: Choose whether or not you wish to synchronise your **mail, contacts, calendars and reminders** to your iPhone.

Important Note: *It is not recommended that you synchronise your contacts from your Windows Live account, as they will erase existing contacts stored on your iPhone. We recommend a backup through iTunes prior to synchronisation.*



Step 10: Click **Save**.

Step 11: Return to the home screen of your iPhone and click on **Mail**.



Step 12: In the list of mailbox accounts you can see the **RCPI Physicians** email account, which you can now access.

You have now successfully set-up your @physicians email account on your iPhone.

If you require any assistance, free phone the RCPI Helpdesk on **1800 303 574** from within the Republic of Ireland and **+353 1 863 9721** from Outside the Republic Of Ireland 8.30am to 6pm GMT, Monday to Friday or email helpdesk@rcpi.ie.