

## Lamar County Mississippi Employee Email Setup For Apple iPhone (sync mail, calendar, contacts, reminders)

The following are instructions for setting up a “*lamarcounty.com*” email on your *Apple iPhone*. Note: You must have a Lamarcounty Email account, (Example: [rfields@lamarcounty.com](mailto:rfields@lamarcounty.com)):

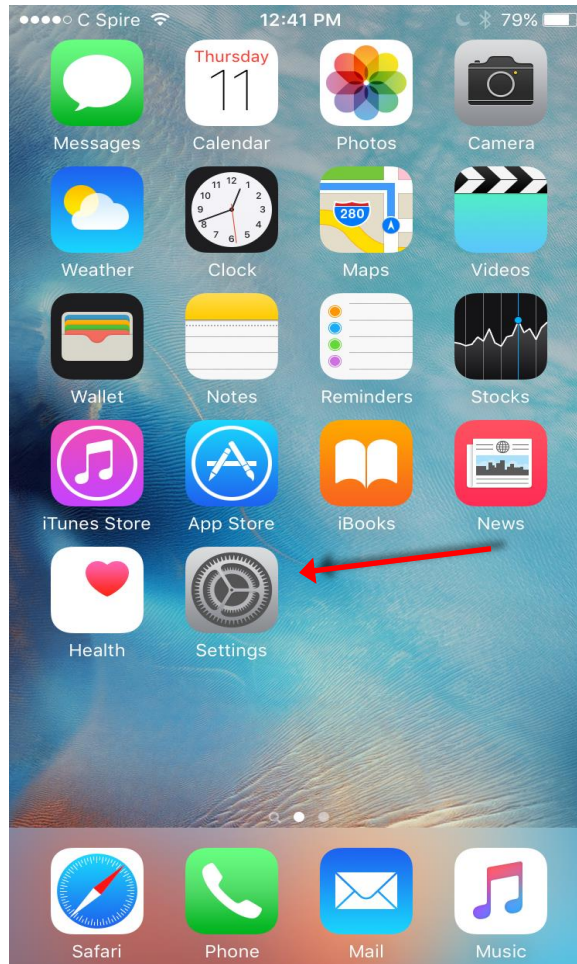
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### \*\*\*Warning\*\*\*

Your email will be real time and “*synced*”. This means that **ANY EMAIL** that you **DELETE** on your phone will be **DELETED** in your Exchange Email Account (it will not be left on the server)! However, it will be possible to retrieve your deleted emails within a few days using your *Apple iPhone's* Exchange “Trash” box.

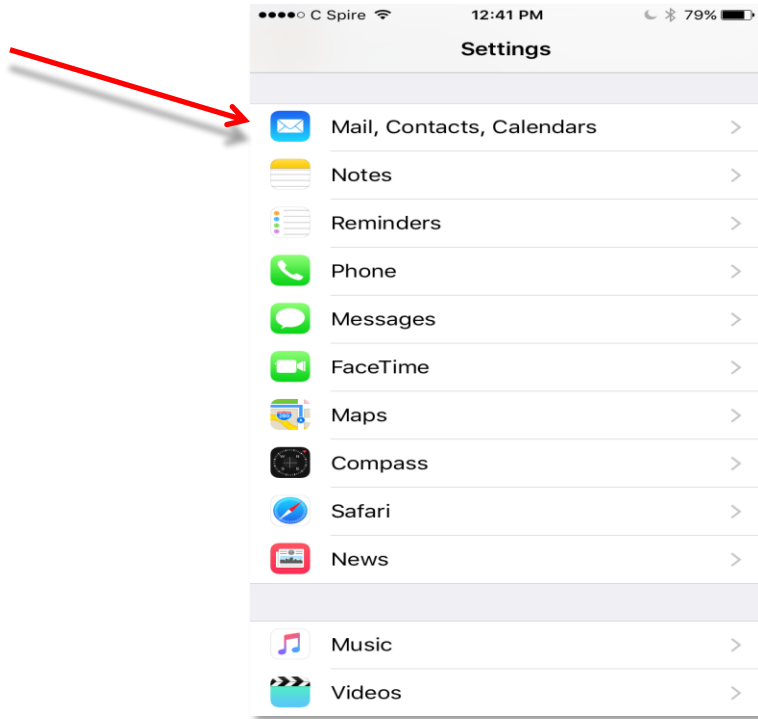
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1. From the main phone menu, press the “settings” icon (see figure below):

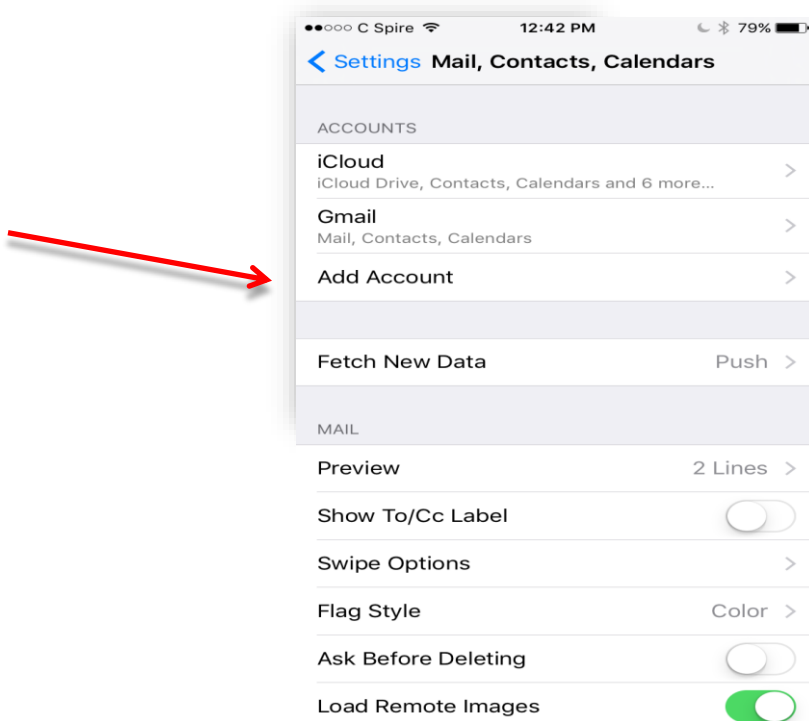


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2. Scroll down and press **“Mail, Contacts, Calendars >”** (see figure below):

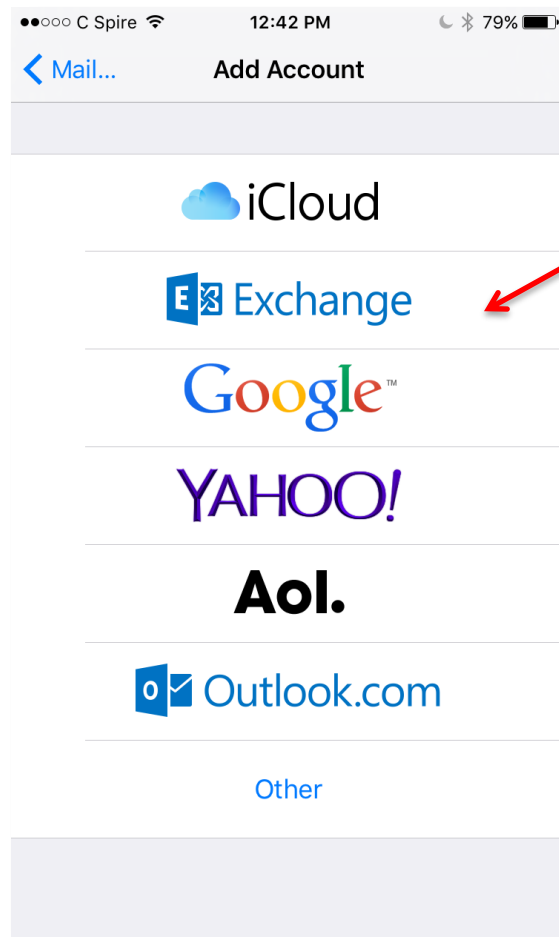


3. Press **“Add Account...>”** (see figure below):



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4. Press “Microsoft Exchange” (see figure below):



5. Enter the following fields and then press “NEXT”
- a. Email – your **email address** (Ex. [rfields@lamarcounty.com](mailto:rfields@lamarcounty.com))
  - b. Domain – **lamarcounty.local**
  - c. Username – your **username** (Ex. “rfields”)
  - d. Password – your county email **password**
  - e. Description - ...any name or **description** you choose

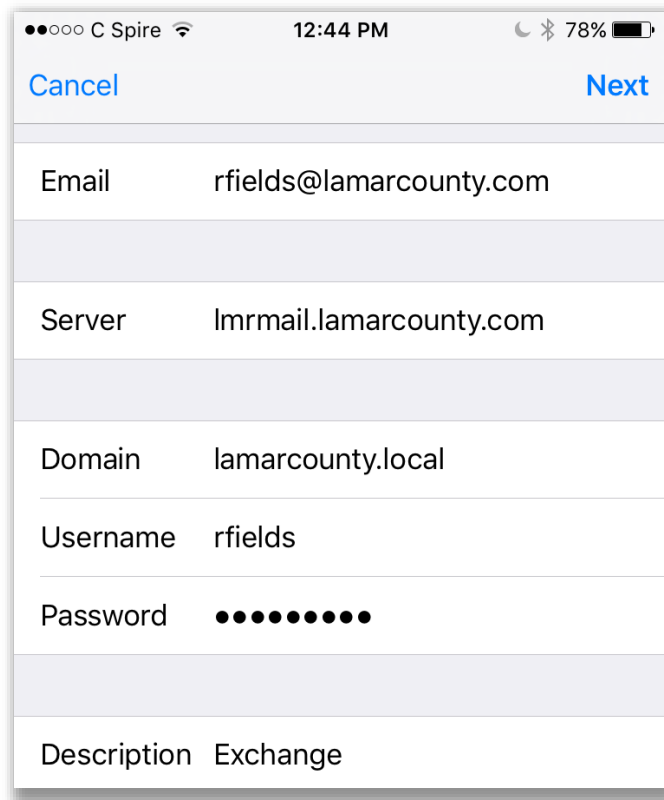
**NOTE:**

After clicking, “NEXT”, it may take a few minutes “sync” emails. Please be patient.

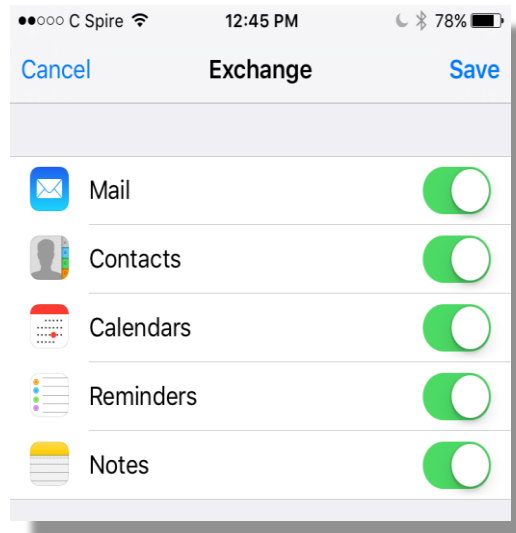
In addition, if you receive a pop-up message, “**CANNOT VERIFY SERVER IDENTITY**”, click “**DETAILS**”, then “**EXCEPT**”.

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6. Enter the “Server” name (see figure below):
  - a. Server – **“lrmmail.lamarcounty.com”**



7. Press “NEXT” and you should see the following screen, press “SAVE” (see figure below)



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8. Your Lamar County Exchange Email account should be operational. Press **“Settings”** to go back and press the *“main button”* at the bottom of the phone for the main menu. Under the **“Mail”** icon, you should be able to find your new account.

Your *“email”*, *“calendars”*, *“contacts”*, and *“reminders”* will all be in *“sync”*. This means that if you have a county computer and are using the MS Outlook features, your events will *“sync”* between your phone and county computer.

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**\*\*\*2nd Warning\*\*\***

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