#### 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*. <u>Note</u>: You must have a Lamarcounty Email account, (Example: <u>rfields@lamarcounty.com</u>):

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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 <u>within a few days</u> 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):



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

	••••• (	C Spire 🗢 12:41 PM	€ ∦ 79% 💶 )
		Settings	
-		Mail, Contacts, Calendars	>
		Notes	>
		Reminders	>
		Phone	>
		Messages	>
		FaceTime	>
	<b>.</b>	Maps	>
		Compass	>
	$\checkmark$	Safari	>
		News	>
	5	Music	>
	· <b>&gt;&gt;</b>	Videos	>

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

	••••• C Spire 훅 12:42 PM	
	Settings Mail, Contacts, C	
	ACCOUNTS	
	<b>iCloud</b> iCloud Drive, Contacts, Calendars ar	nd 6 more >
	<b>Gmail</b> Mail, Contacts, Calendars	>
$\rightarrow$	Add Account	>
	Fetch New Data	Push >
	MAIL	
	Preview	2 Lines >
	Show To/Cc Label	$\bigcirc$
	Swipe Options	>
	Flag Style	Color >
	Ask Before Deleting	$\bigcirc$
	Load Remote Images	

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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)
  - b. Domain **lamarcounty.local**
  - c. Username your **username** (Ex. "rfields")
  - d. Password your county email password
  - e. Description ...any name or description you choose

#### <u>NOTE</u>:

After clicking, "**NEXT**", it may take a few minutes "sync" emails. <u>Please be patient</u>.

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 "Imrmail.lamarcounty.com"

●●○○○ C Spire 🤶	12:44 PM	<b>€</b> ∦ 78% <b>⋿</b> ♪
Cancel		Next
Email	rfields@lamarcounty	.com
Server	Imrmail.lamarcounty.	com
Domain	lamarcounty.local	
Username	rfields	
Password	•••••	
Description	Exchange	

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 eht 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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## \*\*\*2<sup>nd</sup> 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 <u>within a few days</u> using your *Apple iPhone's* Exchange "Trash" box.

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