iPhone Mail Setup

Purpose: This article explains how to quickly create an Exchange ActiveSync account on your iOS device.

Method: if you do not have mail set up on your iOS device already, follow the steps starting on this page. If you do have mail set up, and just need to modify the settings post-email migration, please see page 5 for details.

1. To add an Exchange account to your iOS device, tap Settings

Tap Mail, Contacts, Calendars

Tap Add Account
2. On the next screen, enter your complete email address, domain, username, password, and a description.

   The domain is AU or NZ (depending on your country)

   The username and password are the same as used to log onto the CBRE Network or access your email.

   The description can be anything you like.
3. You will next see the screen below. Enter `myemail.cbre.com.au` in the Server field.
4. Choose which type or types of data you would like to synchronize: Mail, Contacts, and Calendars. Note that by default, only three days' worth of email is synchronized. To synchronize more, go into Settings, then Mail, Contacts, Calendars, select your Exchange account, and tap on Mail days to sync.
Method: if you already have mail set up and just need to change your settings post-email migration, start here.

1. Tap on settings
2. Tap Mail, Contacts, Calendars
3. Tap the email profile that you wish to change. In this instance, it is called CBRE:
4. Tap Account

5. Change the Server from owa2.cbre.com.au to myemail.cbre.com so it looks like this:

Once it has verified the account details, tap OK.

Tips and Tricks
If you set Push to Off then Fetch New Data will also be Off and emails will only be fetched according to the schedule you set (15min, 30min, hourly or even manually). The battery power will last longer but your Inbox and Calendar may not be immediately up to date.