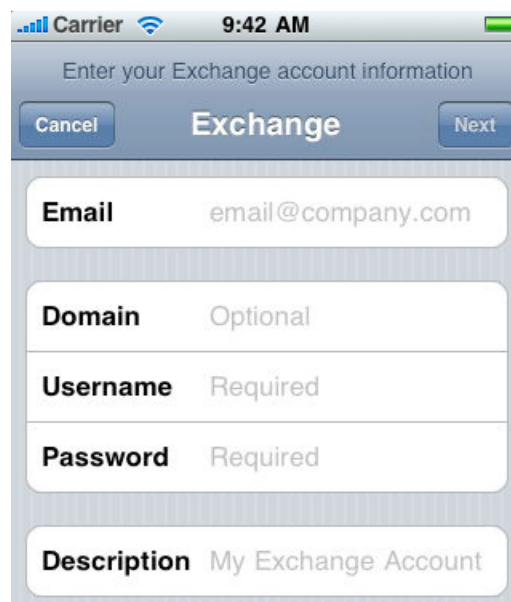

Mobile Phone Setup for Showcase Emails

First of all remove any previous showcase-online.co.uk account including contacts and calendars. To do this you will need to be on your **Home screen** and now choose **Settings > Mail**, tap on your previous Showcase account, then scroll down and tap Delete Account.

Adding your Showcase Account with the new settings.

1. Tap **Settings > Mail, Contacts, Calendars > Add Account > Microsoft Exchange**.



2. Enter your showcase email address in full, Eg. name@showcase-online.co.uk
3. For your username enter your **Full** email address again. Eg. name@showcase-online.co.uk
4. Enter your password. Note your passwords are currently set to **W3lcom31** (Capital W).
5. Enter a description for the account. Eg. Showcase Email.

6. Click next.

7. Enter Server Address as **pod51016.outlook.com**



8. You should not need to enter any information into the Domain field. (In any case it is **showcase-online.co.uk**)

9. Ensure you accept any SSL Certificates and Click next.

10. **(Do Not Cancel or Skip this Step)** If you're prompted to create a new passcode, tap Continue and enter a numeric passcode. You'll need to enter the passcode twice. **Do not cancel or skip this.**

11. Sync contacts, calendar and mail and click **save**.

