

Email instructions on Windows Device

1. Find "email+accounts"

Slide your finger left on the display.

Tap Settings.

Tap email+accounts.

2. Create new email account

Tap add an account.

Tap advanced setup.

3. Enter email address

Tap the field below "Email address" and key in your email address.

firstname.surname@chaucer.sheffield.sch.uk

4. Enter password

Tap the field below "Password" and key in the password for your email account.

Tap next.

Your present password

5. Select account type

Tap Exchange ActiveSync.

6. Enter username

Tap the field below "Username" and key in the username for your email account.

Your username initialsurnameDOB (e.g ksmith020302)

7. Enter domain name

Tap the field below "Domain" and key in the domain name.

chaucer

8. Enter server address

Tap the field below "Server" and key in the server address.

mail.chaucer.sheffield.sch.uk

9. Turn SSL encryption on or off

Tap Server requires encrypted (SSL) connection to turn the function on or off.

10. Enter account name

Tap the field below "Account name" and key in the required name.

School Email

11. Select synchronisation setting

Tap the field below "Download new content".

Tap the required interval or manually. Select Manual

12. Select period for synchronisation of email

Tap the field below "Download email from".

Tap the required period or any time.

13. Select data types for synchronisation

Tap the following data types to turn synchronisation on or off:

Email

Contacts

Calendar

Tasks

14. Finish setup

Tap sign in.

15. Return to the home screen

Tap the Home key to return to the home screen.