



How to configure your Blackberry or iPhone to access your school email



iPhone

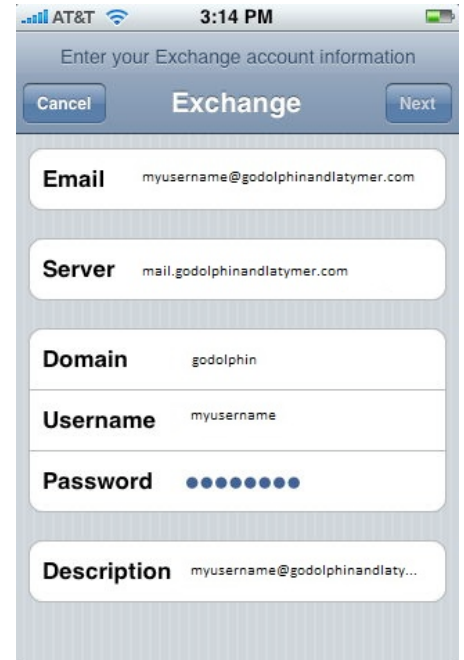
Please ensure you are running the latest operating system on your device, to ensure you do, please remember to regularly sync your iPhone with iTunes.

To add an Exchange account to your iPhone, tap **Settings**, then **Mail, Contacts, Calendars**, then **Add Account**, then **Microsoft Exchange**.



On the next screen, enter your complete school email address; enter “godolphin” for the domain, your network username, and password, and a description (which may be anything you like). Click Next.

On the next screen, enter “mail.godolphinandlatymer.com” in the “Server” field.



You may receive a message saying “Unable to Verify Certificate”, select to accept the certificate.

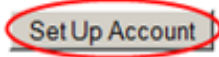
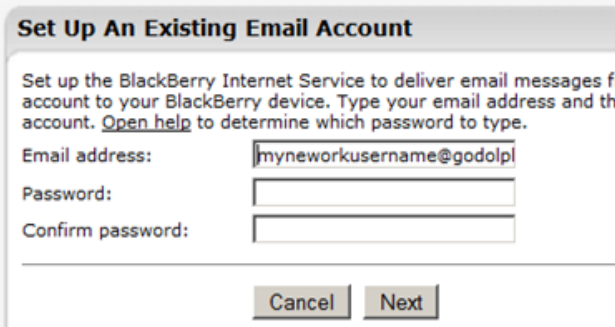
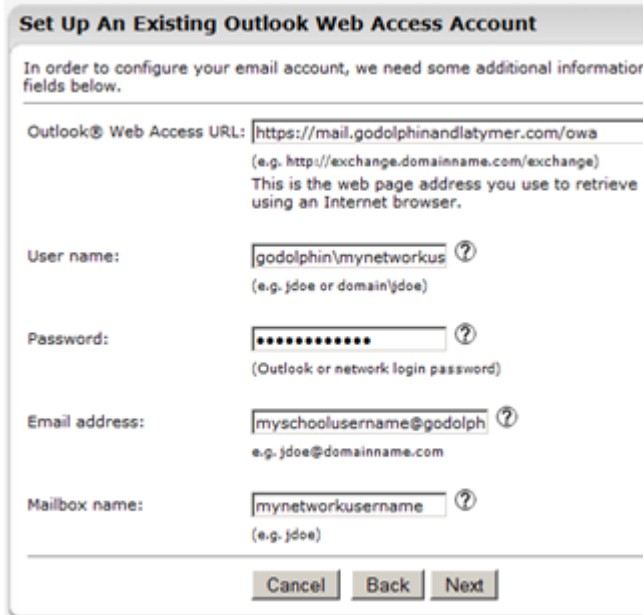
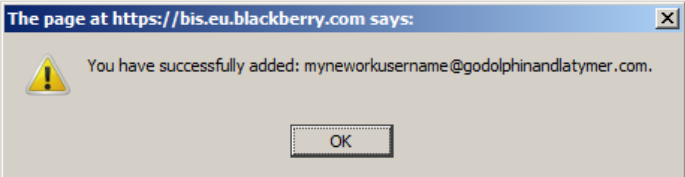
The final screen will ask you to select which information you would like to synchronise, select only the “Mail” option.

Once complete any email to your school email address will be delivered to your iPhone handset.

Blackberry

To configure a Blackberry to access the school email system, you will need to log onto your network operator's blackberry portal. Links to these are provided below. If you are unsure of how to log into these portals, please contact your operator.

- 3 Mobile <http://3uk.blackberry.com/>
- o2 <http://www.o2email.co.uk/>
- Orange <http://www.blackberry.orange.co.uk/>
- T-Mobile <http://www.instantemail.t-mobile.co.uk/>
- Vodafone <http://mobileemail.vodafone.net/>

| | |
|---|---|
| <p>Once logged in, select "Set Up Account"</p> | <p>Add An Existing Email Account Set up an existing work or personal email account for use with ex. Yahoo!®, Google™, Microsoft Outlook®</p>  |
|  | <p>On the next screen, enter your school email address. DO NOT complete your password at this stage. Click "Next".</p> <p>Select "I will provide the settings to add this email account." on the next screen and select "Next".</p> <p>Select "This is my work email account." on the next screen and select "Next".</p> <p>Select "I can access my email account using a web browser (Outlook® Web Access)." and select "Next".</p> |
| <p>The final step is to complete the remaining details. Under "Outlook® Web Access URL:" type "https://mail.godolphinandlatymer.com/owa".</p> <p>For "User name:" type "godolphin\mynetworkusername" replace "mynetworkusername" with your own network username.</p> <p>Type your network password in the "Password:" field.</p> <p>In "Mailbox name:" type your school network username.</p> <p>Click "Next".</p> |  |
|  | <p>If all the details are completed correctly the message (left) should be displayed.</p> <p>At this point any email to your school email address will be delivered to your Blackberry handset.</p> |