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*. Note: You must have a Lamarcounty Email account, (Example: rfields@lamarcounty.com):

*****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 within a few days using your *Apple iPhone's* Exchange "Trash" box.

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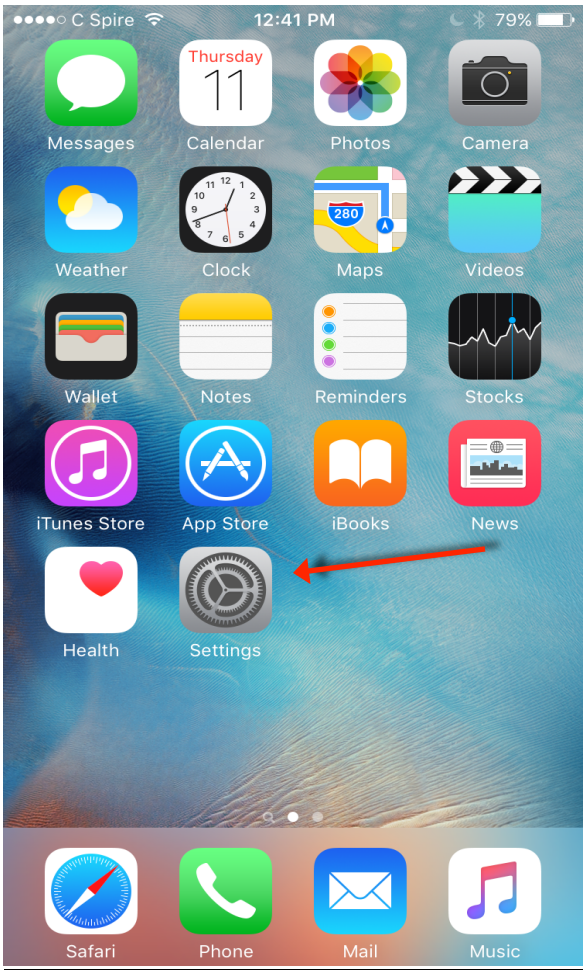
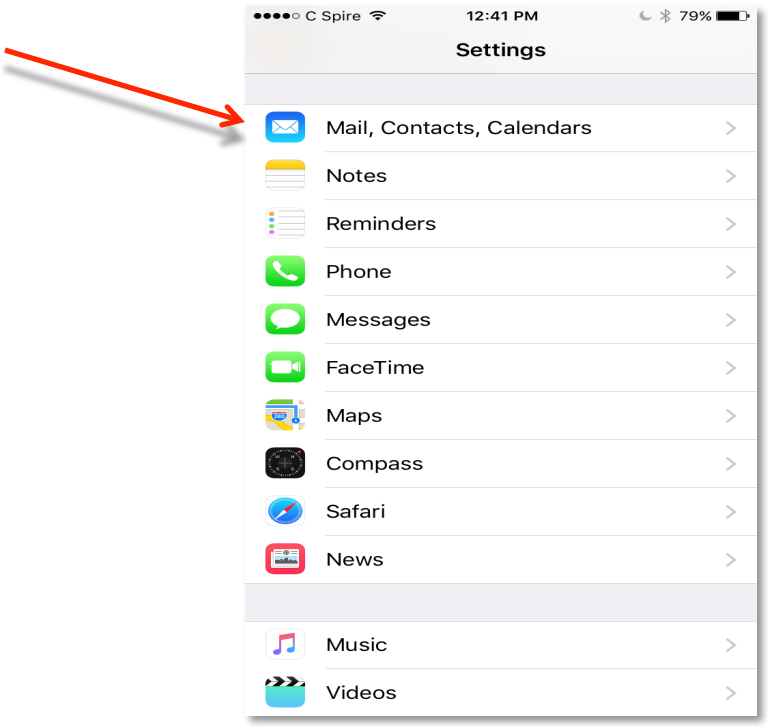
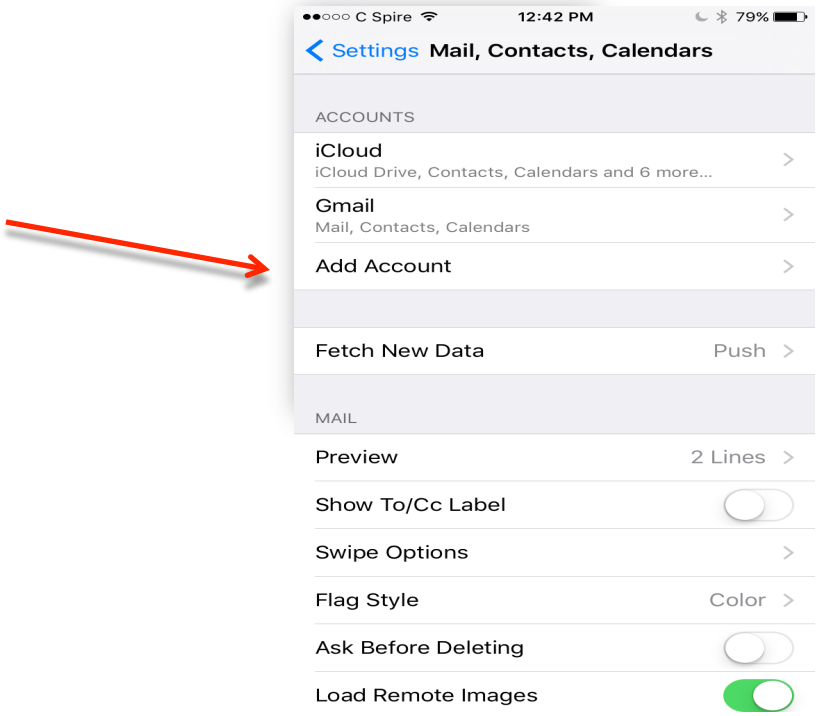
1. From the main phone menu, press the "settings" icon (see figure below):



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



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



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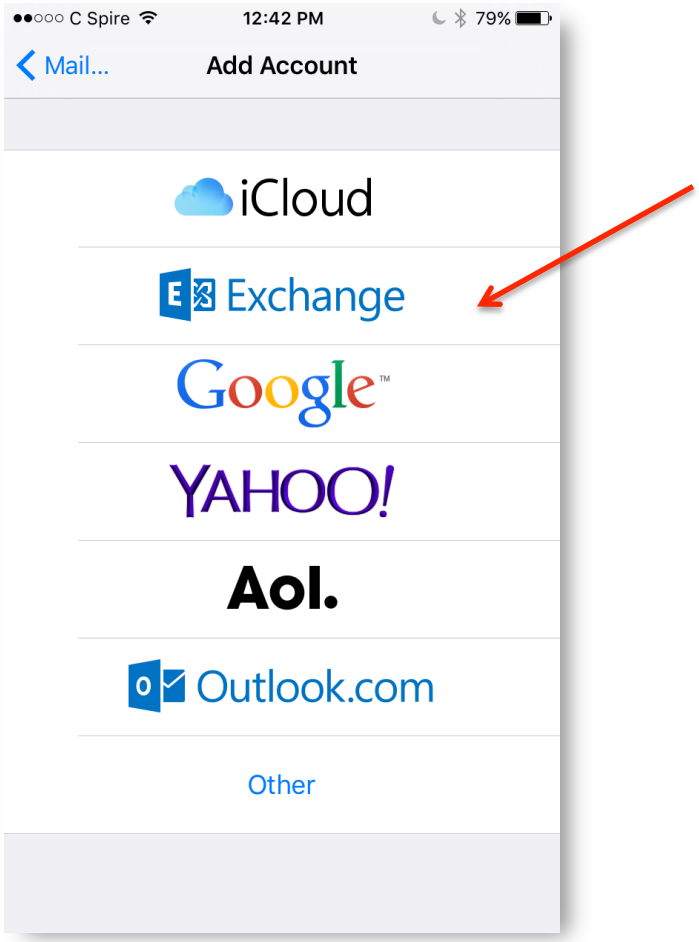
4. Press **"Microsoft Exchange"** (see figure below):

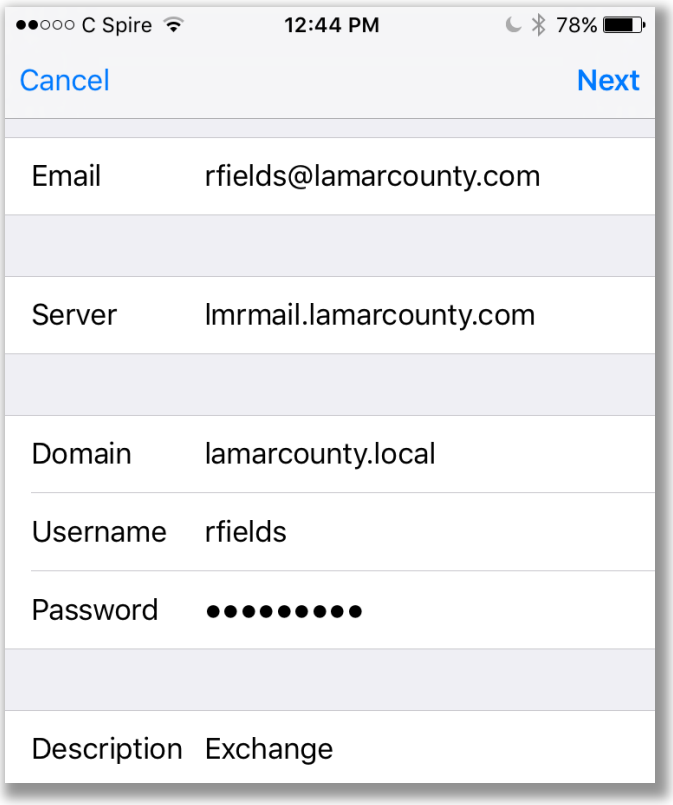


5. Enter the following fields and then press "**NEXT**"
   a. Email – your **email address** (Ex. rfields@lamarcounty.com)
   b. Domain – **lamarcounty.local**
   c. Username – your **username** (Ex. "rfields")
   d. Password – your county email **password**
   e. Description - …any name or **description** you choose

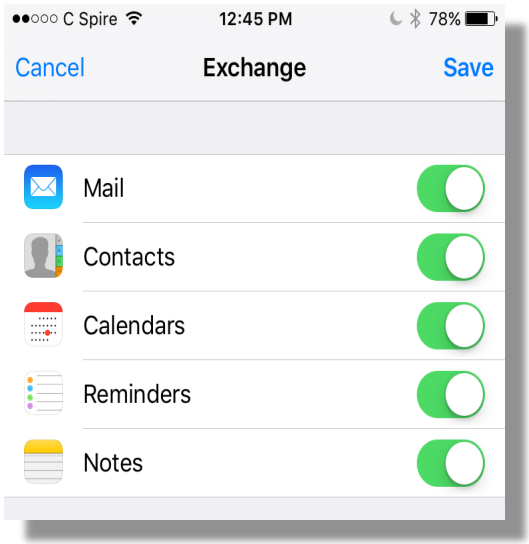
NOTE:
After clicking, "**NEXT**", it may take a few minutes *"sync"* emails. Please be patient.

In addition, if you receive a pop-up message, ***"CANNOT VERIFY SERVER IDENTITY"***, click "**DETAILS**", then **"EXCEPT"**.

6. Enter the "Server" name (see figure below):
    a. Server – "**lmrmail.lamarcounty.com**"



7. Press "**NEXT**" and you should see the following screen, press "**SAVE**" (see figure below



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.

*****2nd 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 within a few days using your *Apple iPhone's* Exchange "Trash" box.