Add Work Email to iPhone

This assumes your iPhone is up to date with the latest iOS.

You may also use this Apple Guide as a reference.

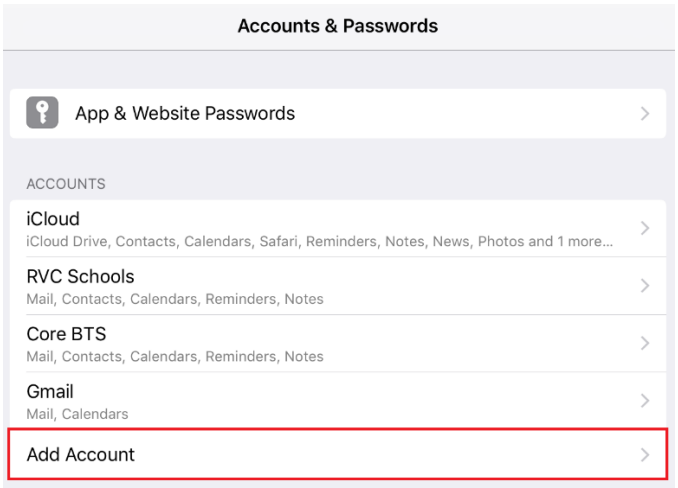
https://support.apple.com/en-us/HT201320#manual

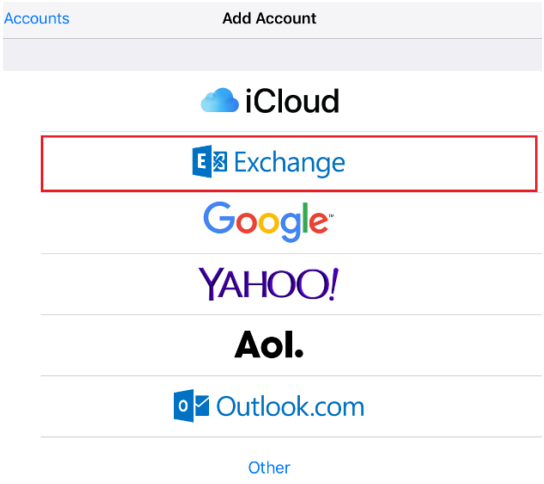
Open **Settings**

Scroll down to Accounts & Passwords

Click Add Account

Select Exchange



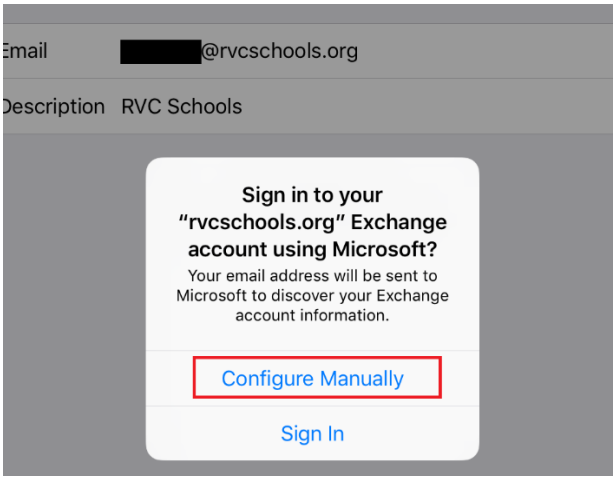


Enter your RVC email address

Enter RVC Schools for the description and hit **Next**

On the pop up, select **Configure Manually**

Enter your password and hit **Next**



On the following screen enter the following:

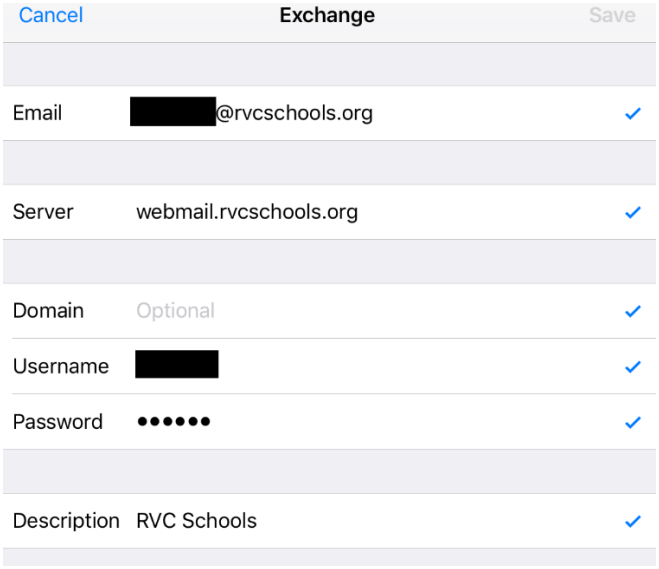
Server: **webmail.rvcschools.org**

Domain: Leave Empty

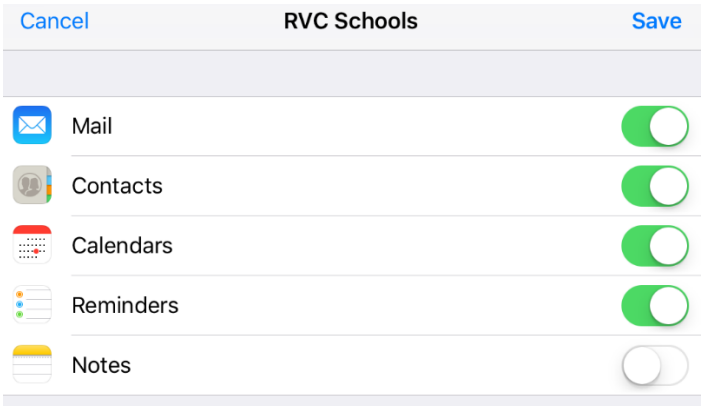
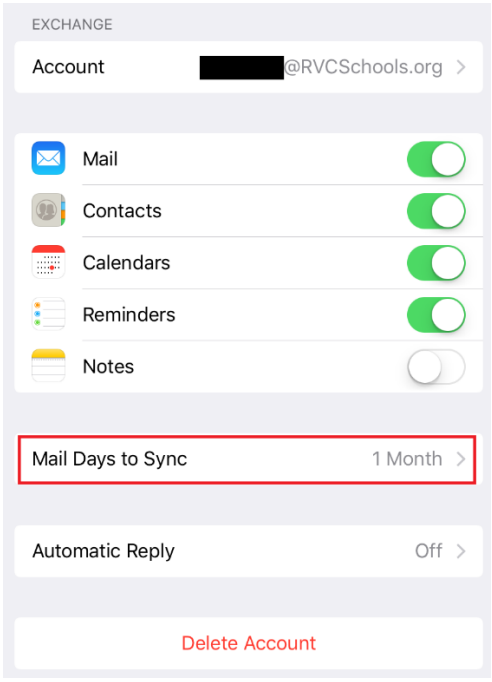
Username: Your RVC user login name

Password: Your RVC login password

Hit Next. If your credentials are correct, you will see blue check marks next to all the info you entered.



The next screen asks what data you want to sync. Flip the switch ON for the data you want and hit **Save**.



By default, the settings will sync 1 month of data. To change this, go to Accounts & Passwords and select the account you just added.