

## 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>

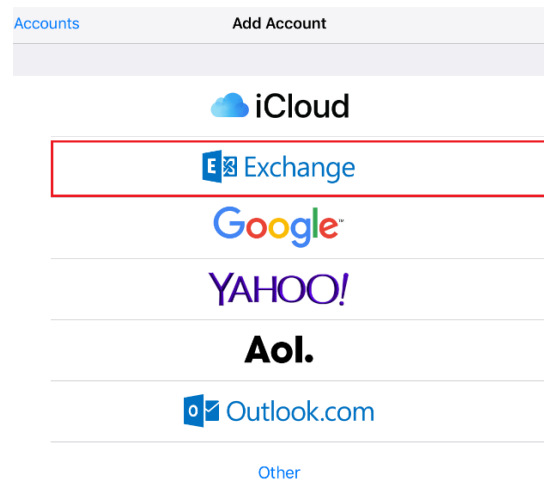
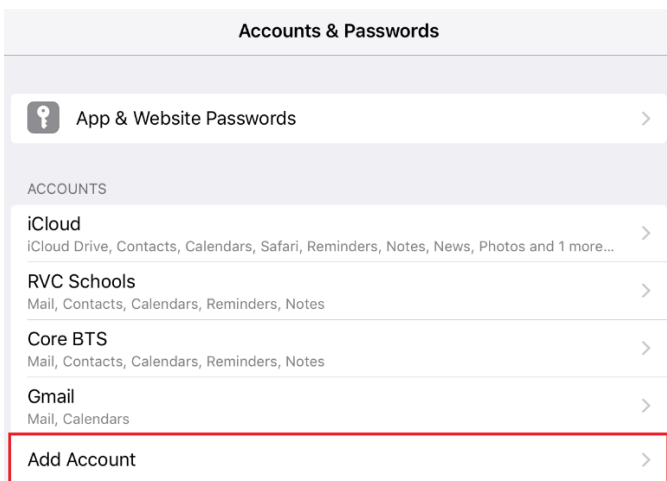
### Open Settings



Scroll down to Accounts & Passwords

Click Add Account

Select Exchange

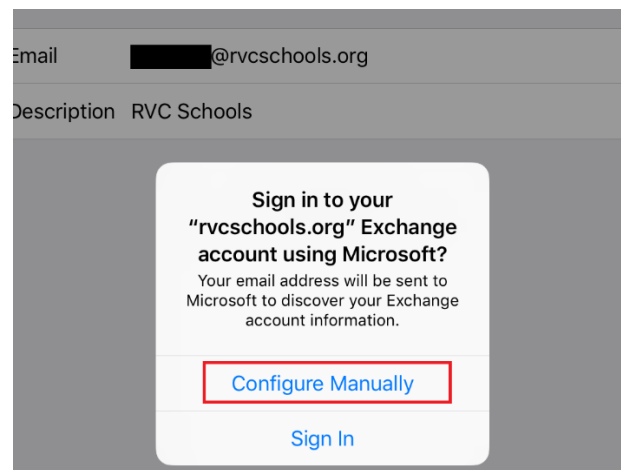


Enter your RVC email address

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.

Field	Value	Status
Email	[redacted]@rvcschools.org	✓
Server	webmail.rvcschools.org	✓
Domain	Optional	✓
Username	[redacted]	✓
Password	•••••	✓
Description	RVC Schools	✓

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

Category	Sync Status
Mail	ON
Contacts	ON
Calendars	ON
Reminders	ON
Notes	OFF

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

EXCHANGE

Account [redacted]@RVCschools.org >

Mail	ON
Contacts	ON
Calendars	ON
Reminders	ON
Notes	OFF

Mail Days to Sync 1 Month >

Automatic Reply Off >

Delete Account

