

## Windows Phones

### Internet Connection Required



Using Remote Access from a mobile device requires internet connectivity.

Charges may apply to data usage if you are not connected to a Wireless Network (Wi-Fi).

**Please ensure you understand how your mobile provider charges you for internet access before proceeding.**

This is especially important if you are planning on using Remote Access from outside the UK as "Roaming" data charges can be high.

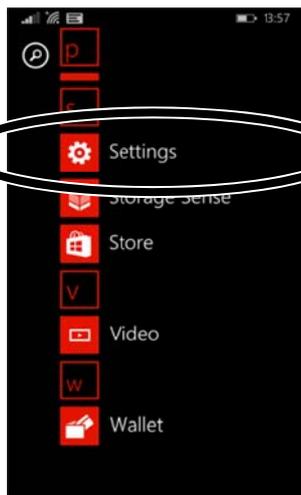
### Synchronising Contacts



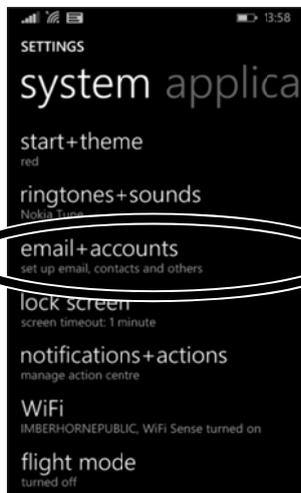
If you choose to synchronise your contacts there is a possibility that the calendar and contacts on your mobile device will be merged with your school contacts – those stored in Outlook.

**It is recommended that you make a backup of your device and your contacts in Outlook before continuing – deleting duplicated contacts can be boring!**

- 1) Swipe in from the right
- 2) Scroll down and tap "Settings":



- 3) Tap "Emails + Accounts":



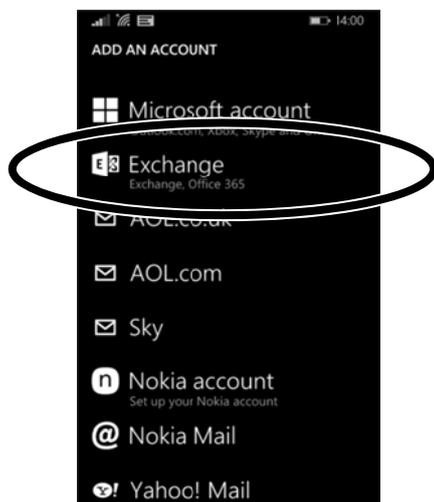
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## Windows Phones

4) Tap "Add an Account":



5) Tap "Exchange":



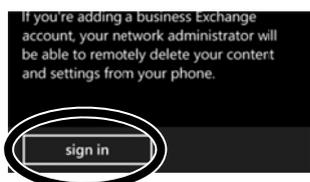
6) In the "Email address" field enter your school e-mail address:



7) In the "Password" field enter your school password:



8) Tap "Sign In":



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## Windows Phones

9) Ignore the email, password and username boxes as these should have been automatically populated:



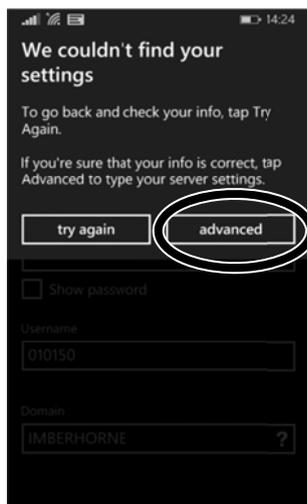
10) Scroll down and in the "Domain" field enter IMBERHORNE



11) Tap "Sign In":



12) You will then see this screen. Tap "advanced":



13) Scroll down and in the "Server" field, enter remoteaccess.imberhorne.w-sussex.sch.uk



14) Tap show all settings:



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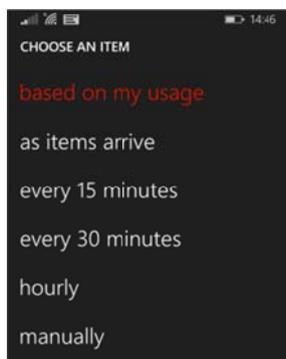
15) Make sure the “Server Requires Encrypted (SSL) Connection” box is ticked:



16) Adjust the settings as required:



The “Download New Content” setting decides how often your device checks for e-mail. The default “based on my usage” will use your phone data. If you pay for data on an as you use basis, you might want to alter this to “Manually” so you check manually.



17) Tap “Sign In”:



18) That’s it!