How to setup an IOS device (iPhone & iPad) with email and VMV accounts

NOTE: THESE INSTRUCTIONS ONLY APPLY TO APPLE IOS DEVICES. HOWEVER, YOU CAN USE THE INFORMATION FOR OTHER DEVICES.

(If resetting for new user on an existing device….. iPhone will need to be reset.
Settings / General / RESET / 2nd option **Erase all Content & Settings**.)

**** HIPAA Compliance ****
You must have a screen lock enabled on your device

> Go To **Settings**
> Select **General / Display & Brightness**
> Auto-Lock = **2 Minutes**

Setting up your HowardCenter email account on an iPhone & iPad.

> Go To **Settings**
> Select **Accounts & Passwords / Passwords & Accounts** (depending on model)
> Select **Add Account…**
> Select **Microsoft Exchange**
> Email = **your email address ....@howardcenter.org**
> Description = **Exchange** (or a name you'll recognize as your work email email)
> Select **Next**
> Select **Configure Manually**
> Password = **your network password**
> choose which items you wish to sync (mail, contacts, calendars, reminders, notes)
> email should be set up (all checkmarks green)

Some older devices or other email clients may need more information, see below
> Server = **mail.howardcenter.org**
> Domain = **win.howardcenter.net**

**** HINT** – change days to **Mail Days to Sync** to 1 month or No limit or it will appear it is not syncing all.

Setting up your HowardCenter VMV account

> Go to **App Store**
> Search for **VMWare Horizon Client**
> Select **GET**
  • *Use Existing Apple ID or Create New Apple ID if needed*
> Server Name: **view.howardcenter.org**