

iOS Glow Email setup

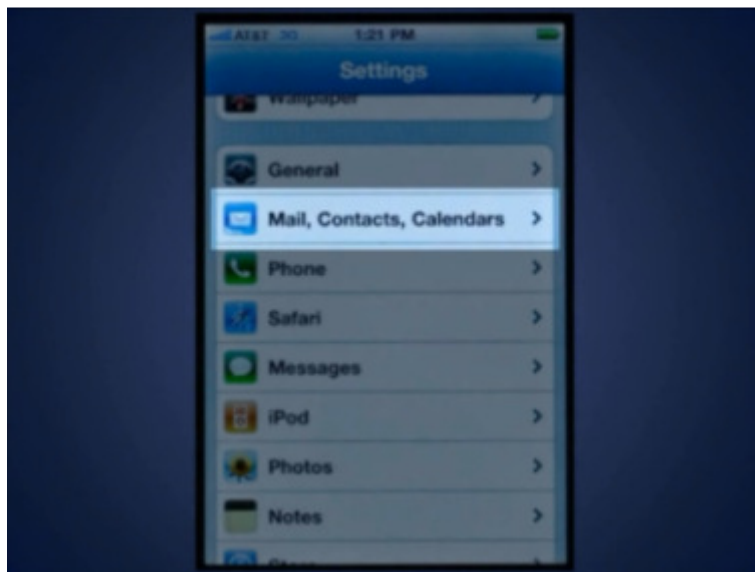
1. ****IMPORTANT****

- If you have not changed your Glow password since January 2013, please do so first.
- Please ensure that you have logged into Glow, opened the Outlook365 tile and set your time zone to “(UTC) Dublin, Edinburgh, Lisbon, London” if prompted. This will complete the configuration of your Outlook account.
- The following day you can proceed with mobile device setup.
- In the interest of security, please ensure your mobile device has a lock screen enabled with a passcode. If it has a “remote wipe” feature, we suggest this is also enabled.

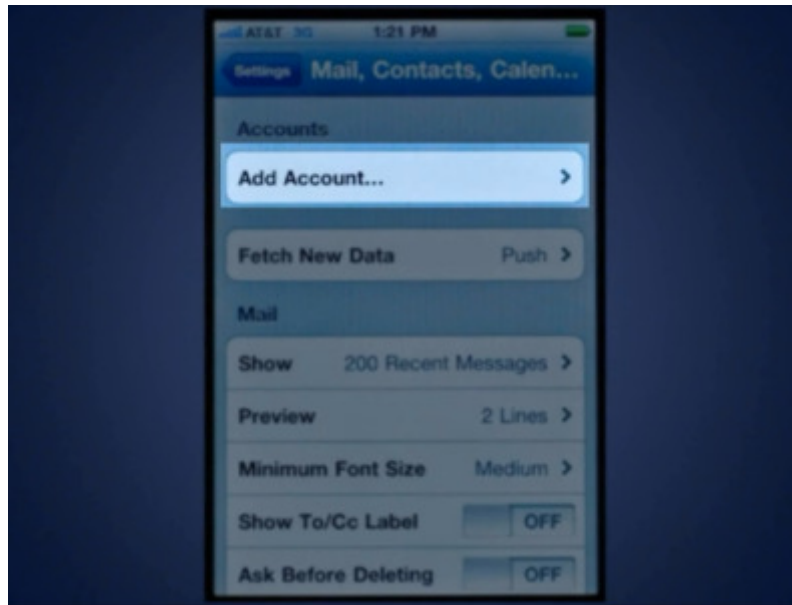
2. On your iOS device, click on *Settings*



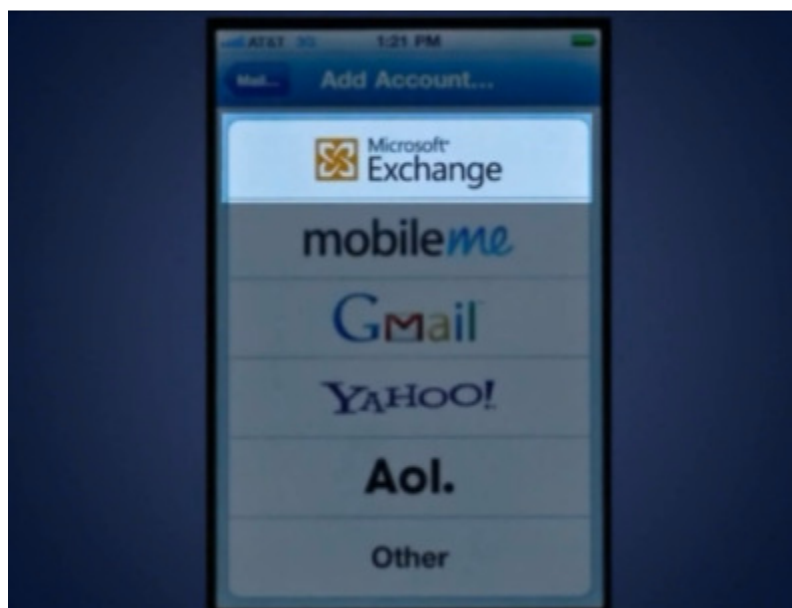
3. Then *Mail, Contacts, Calendars*



4. Click *Add Account*



5. Choose *Microsoft Exchange*



6. Enter the details:

Email: <glowusername>@glow.sch.uk

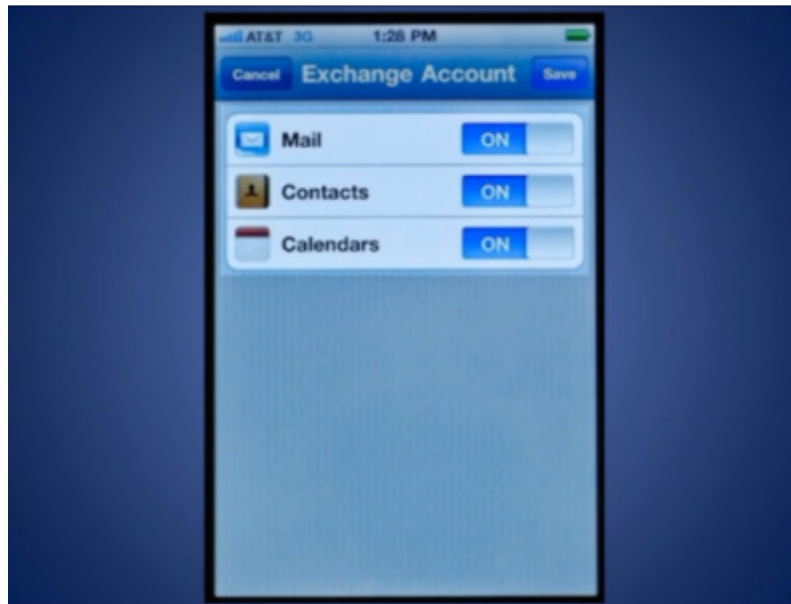
Domain: glowscotland.onmicrosoft.com

Username: <glowusername>@glow.sch.uk

Password: <yourglowpassword>

Description: Glow

7. When prompted for a **Server**, enter: pod51007.outlook.com
8. Click *Next* to verify the settings. Make sure Mail, Contacts and Calendars are switched ON



9. Click *Save*

Your Glow email, Calendar items, and Contacts are now available from your iOS device.