



STEP 1

Tap the settings icon on your iPhone/iPad



STEP 2

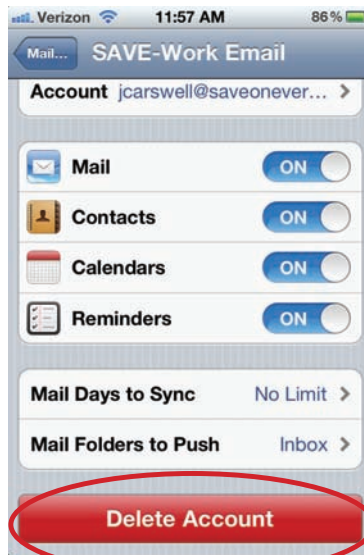
Tap the Mail, Contacts, Calendars setting



STEP 3

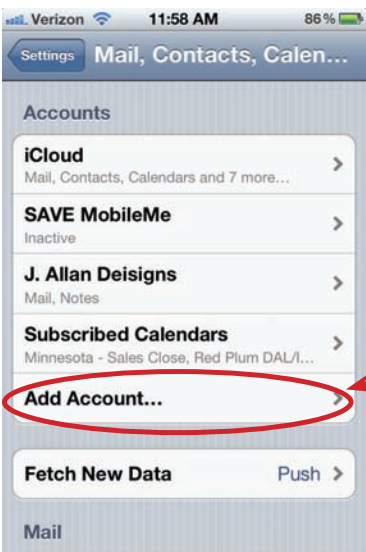
Tap on your existing SAVE email account

*Note: may say Exchange if you did not rename it*



STEP 4

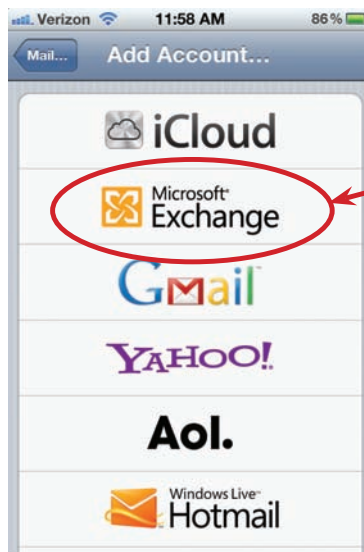
Tap the Delete Account button



STEP 5

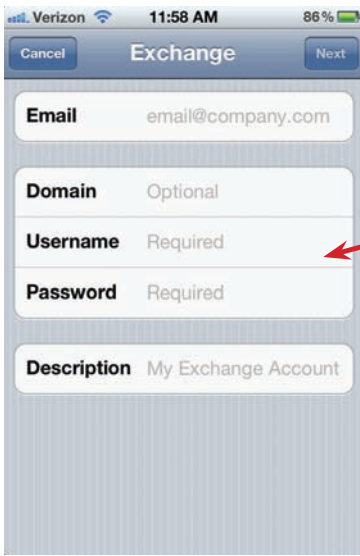
*Note: Once you have deleted your old account setting it should take you back to the Accounts page on your device.*

To set up a new account, Tap Add Account



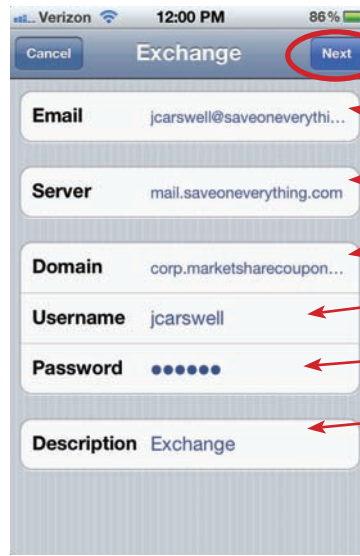
STEP 6

Tap the Microsoft Exchange icon



**STEP 7**

Once you have Tapped the Add Account button it should bring up a screen that looks like this.



**STEP 8**

Enter the following information.

- Email: (your email address)  
Ex: username@saveoneeverything
- Server: mail.saveoneeverything.com
- Domain: corp.marketsharecoupons.com
- Username: (your user name) ex: jcarswell
- Password: (your email/citrix password)
- Description: You can leave this as is or name it something more descriptive. ex: SAVE Mail

once this information is entered tap the Next button in the upper right hand corner



**STEP 9**

If you entered all of your information right you should see this screen next.

Make sure to set the Mail, Contact and Calendars to on. This tells the Exchange server to sync your Mail, Contacts and Calendars.

Tap the SAVE button



**STEP 10**

After you tap the Save button it will take you back out to the Accounts page.

There is one more setting to set.

Tap on the Exchange Account (or what ever the name you gave your SAVE email account



**STEP 11**

Tap the Mail Days to Sync button



**STEP 12**

Select the number of days back you want your Email, Contacts and Calenders to Sync.

Exit out of the preferences by tapping the home button and you are done.

It may take several minutes for your email, contacts and calendars to sync