

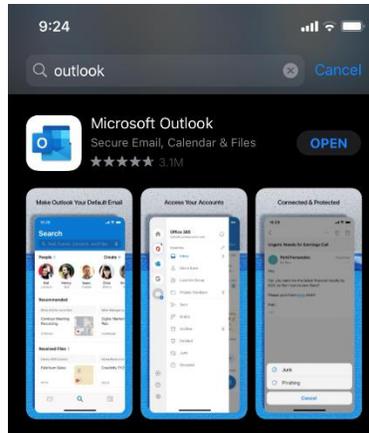
# Mobile Device Email Configuration

For iOS Phones

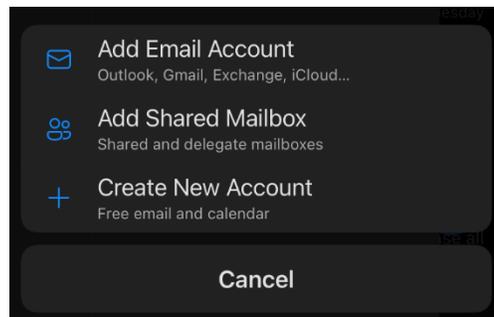
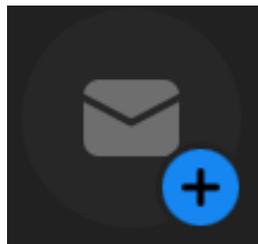
***There are a few ways to get your email on the phone. We recommend using the outlook app because the email app will make you change your phone's 6-digit passcode after creation and will make you change it every 6 months. ADDING YOUR MOTOR WERKS ACCOUNT INTO THE MAIL APP WILL FORCE YOU TO CHANGE YOUR PASSCODE.***

## **Outlook App Configuration (Recommended):**

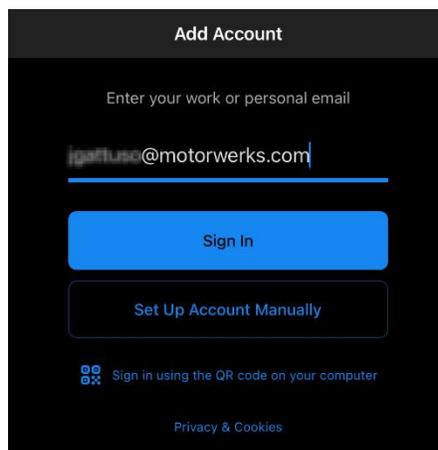
1. Download the Outlook app from the App Store by searching for "outlook" as seen in the picture below. Once it has finished installing, open it.



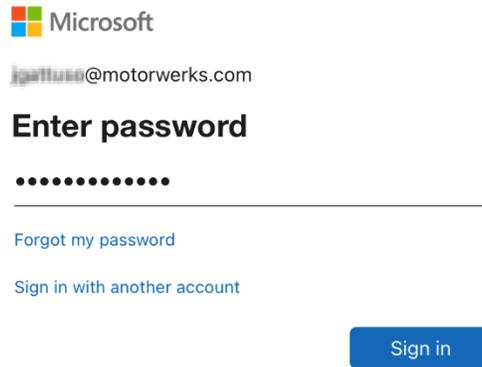
If you already have the app, open it, and click on the logo that looks like the one below. Then click **Add Email Account**.



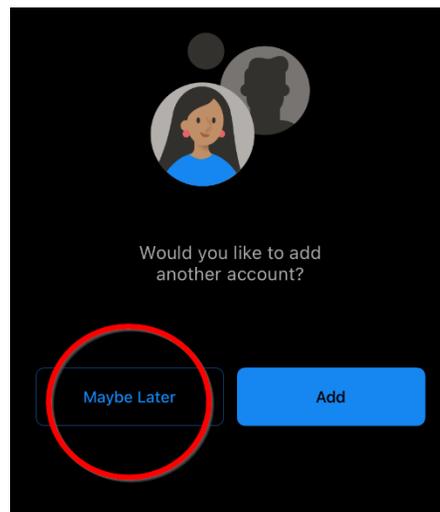
2. Enter in you Motor Works email in the field provided. If it asks for a description, enter "Motor Werks" in the description field. Click **Sign in**.



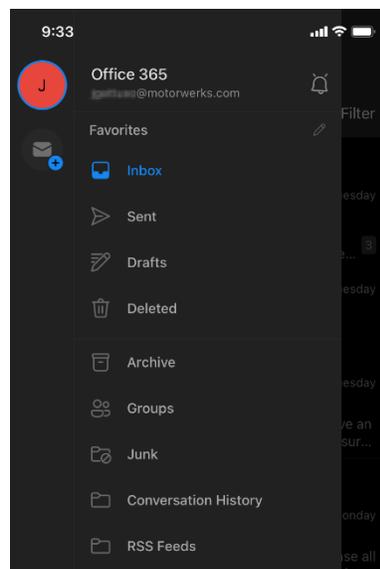
- It will bring you to a new screen asking for your password. Enter in your password for your Motor Werks email (Same password you use to login to your computer). Click **Sign in**.



- When asked to add another account, click on **Maybe Later**.



- Congratulations, you are now signed into your Motor Werks email on your mobile device.



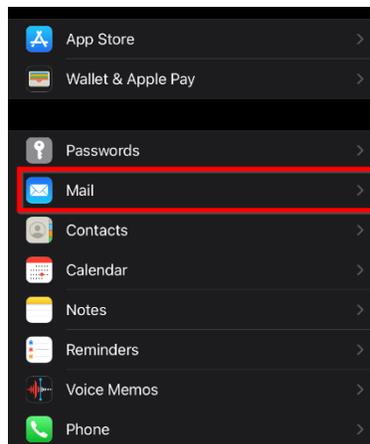
**REMINDER: Configuring your device this way will force you to change your passcode after completion and every 6 months. We do not recommend using your Motor Werks Outlook email in the Mail app.**

**Mail App Configuration (Not Recommended):**

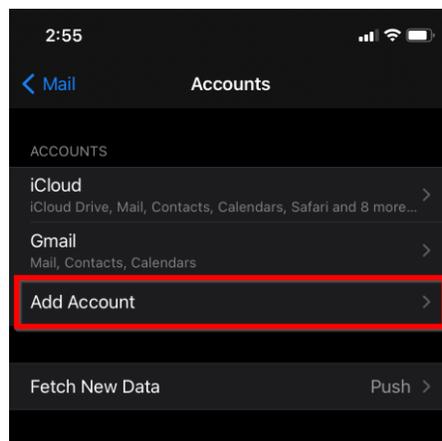
1. Locate the **Settings** icon and click on it (the icon should look like the circled item below).



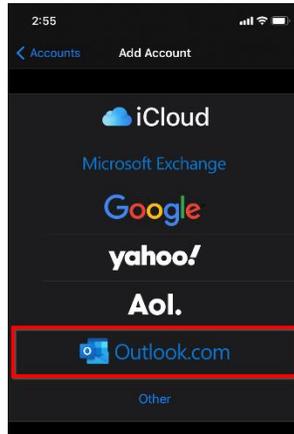
2. Once in the Settings app, scroll until you find the **Mail** option and select that option to continue.



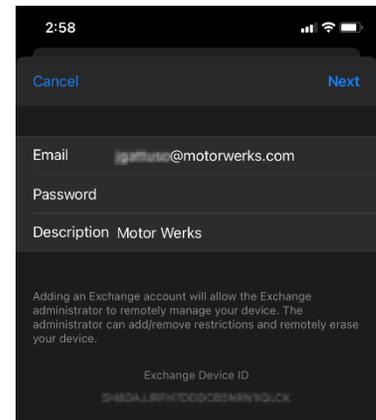
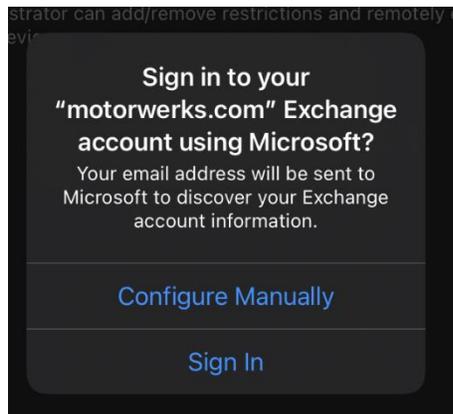
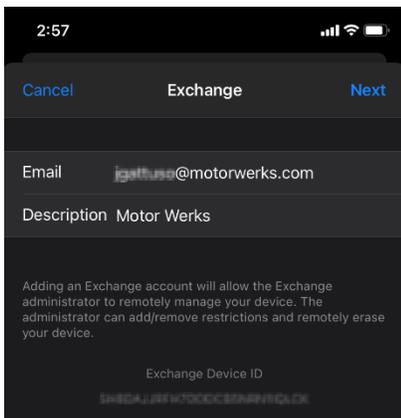
3. Click on the **Add Account** tab like the image below to choose the account type.



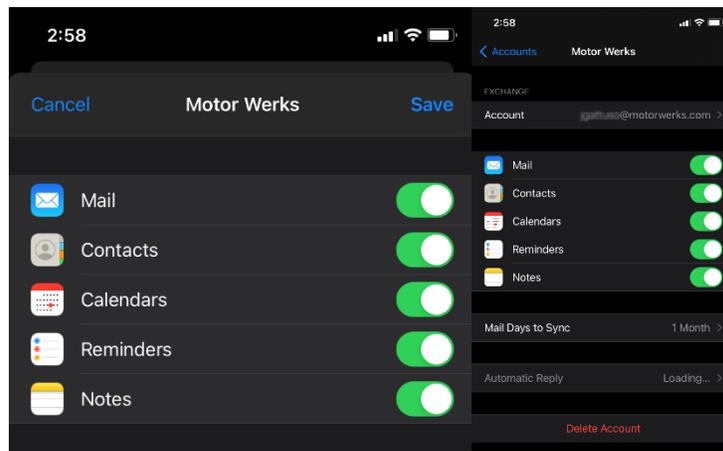
4. Choose **Exchange** from the available list of account types.



5. Enter your Motor Werks email and put "Motor Werks" in the description field. When asked to Configure Manually or Sign in, choose the **Configure Manually** option. Enter in your password into the field (same password you use to login to your computer). Click **Next**.



6. Once your mobile device has connected to the Email server successfully, you will be prompted to choose the items you would like to sync. It is suggested to turn on all the items to receive the full experience of the Exchange account. This will show the same data as your Outlook Web Access or Outlook account on your computer.



7. You have completed the configuration of your Motor Werks email to your iOS device. You may now click on the home icon and click the mail app to start reviewing emails. This is when you should get the message prompting you to change your passcode.