To set up Mobile Sync, perform the following steps:

Note: Your mailbox will need a Mobile Sync License assigned to it before proceeding

1. Locate the **Settings** options from within your application menu
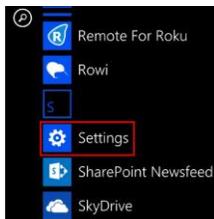
2. Select **Email + Accounts**
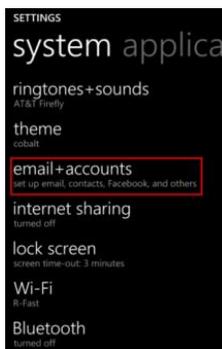
3. Select **Add an Account**

4. Select the option for **Advanced Setup**
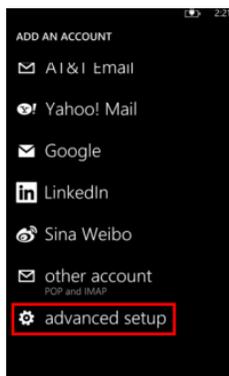
5. Enter your **full email address** and **password** for your account and then press the **sign in** button
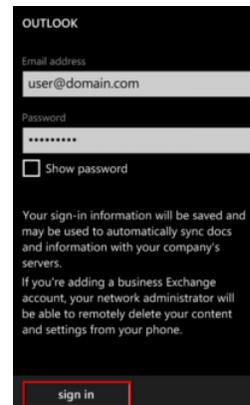
6. Select **Exchange ActiveSync**.
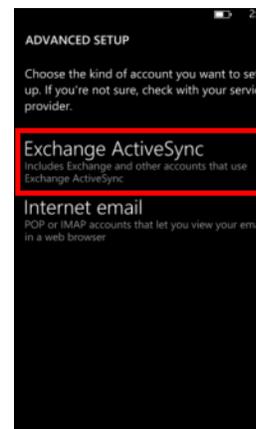
7. Ensure your email address remains correct. **Leave the Domain field blank** and enter the following address for **Server**:

mobilesync.emailsrvr.com

8. Then, select the **sign in** button. Once connected, you will see a new icon within your settings menu with the name of your new email account