

## Mobile Device Outlook Sync

### Android Devices

1. Go to the “Accounts” icon on your phone and select it. On some phones this is found after pressing the “Settings” icon.
2. Choose “Add Account”. (Choose “Corporate Email” if given the option.)
3. In this section you will need the following information:
  - a. Email Address (enter your email address) (eg. [rlee@newportbeachca.gov](mailto:rlee@newportbeachca.gov))
  - b. Password, enter your password(same one you use to login to your PC).
  - c. Domain: **cnb** (For Fire Department users the domain is **Newport-net**)
  - d. Username: This would be the same one you use to login to your PC. (eg. **rlee**)
4. Next
5. A message will come up indicating the device could not auto-detect the server, tap “OK”.
6. Manually enter the web server address, **webmail.newportbeachca.gov**
7. Tap “Next”
8. Once you connect to the server, it will display, mail + contacts + calendar, select “Done”.
9. It may take up to 10 minutes to complete sync.
10. When done, go back to the account and set the ‘keep mail for 2 weeks’, default is 3 days.

### iPhone

1. Select the “Settings” icon on phone
2. Select Mail, Contacts, Calendars
3. Add Account
4. Select Microsoft Exchange
5. Enter your email account (eg. [rlee@newportbeachca.gov](mailto:rlee@newportbeachca.gov))
6. Domain: **cnb** (For Fire Department users the domain is **Newport-net**)
7. Username: This would be the same one you use to login to your PC. (eg. **rlee**)
8. Password, enter your password, same one you use to login to your PC.
9. You may give it a description
10. Next
11. Tap Continue at the next message.
12. Enter Server name, **webmail.newportbeachca.gov**
13. Tap Next
14. Choose options you would like to sync.
15. Tap Save