Synchronising your E-Mail and/or Contacts with Imberhorne:

Windows Phones

1) Swipe in from the right

2) Scroll down and tap "Settings":
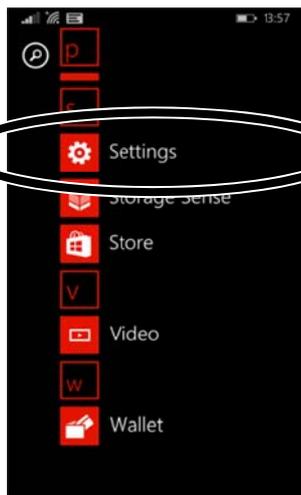
3) Tap "Emails + Accounts":

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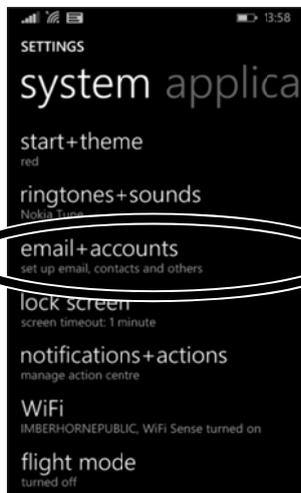
Windows Phones

4) Tap "Add an Account":

5) Tap "Exchange":
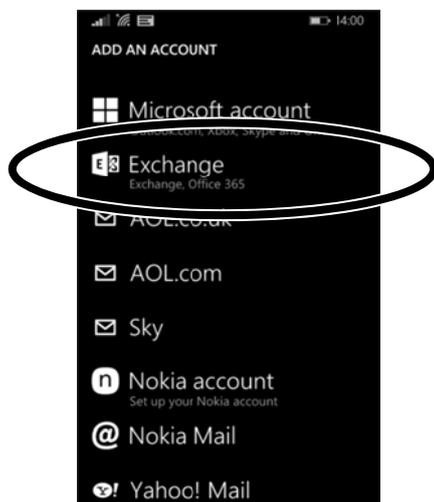
6) In the "Email address" field enter your school e-mail address:

7) In the "Password" field enter your school password:

8) Tap "Sign In":
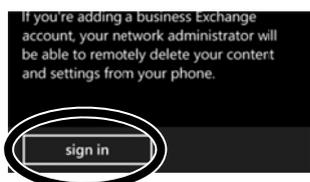
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Windows Phones

9) Ignore the email, password and username boxes as these should have been automatically populated:

10) Scroll down and in the "Domain" field enter IMBERHORNE

11) Tap "Sign In":

12) You will then see this screen. Tap "advanced":
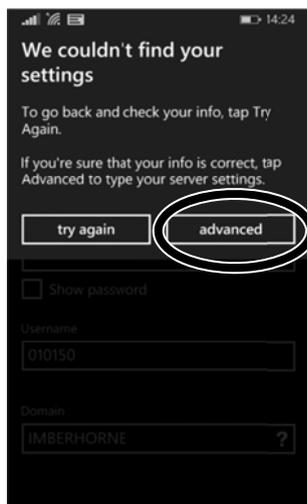
13) Scroll down and in the "Server" field, enter remoteaccess.imberhorne.w-sussex.sch.uk

14) Tap show all settings:

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Windows Phones

15) Make sure the "Server Requires Encrypted (SSL) Connection" box is ticked:

16) Adjust the settings as required:

The "Download New Content" setting decides how often your device checks for e-mail. The default "based on my usage" will use your phone data. If you pay for data on an as you use basis, you might want to alter this to "Manually" so you check manually.

17) Tap "Sign In":

18) That's it!

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