

Email Set-Up for **iPhone Users**

- Settings > Mail > Accounts
- Add Account - Choose Microsoft Exchange
- Enter Your Email Address & Name of the Account
 - Name of Account = Long-Lewis
- Configure Manually & Save
 - If you receive an error telling you that the account is not recognized, click save/okay
 - It should automatically take you back to accounts
- Choose your Long-Lewis Account & Go to Account Settings
 - Type in your password & make these changes....
 - Username: firstname.lastname (for example: tricia.cutshall)
 - Domain: longlewis.local
 - Server: mail.longlewis.net
- Save these changes & follow the directions below
 - You may still receive an error message until Support grants access on their end – see below

Email Set-Up for **Android Users**

- Settings > Accounts > Manager Accounts
- Add Account – Choose Microsoft Exchange
- Enter Your Email Address, Password, & Name of the Account
 - Name of Account = Long-Lewis
- Makes these changes.....
 - Domain\Username: longlewis\firstname.lastname (for example: longlewis\tricia.cutshall)
 - Service: mail.longlewis.net
- Save these changes & follow the directions below

*****Once all steps are completed to add the email account to your phone, you or your manager will need to submit an IT Support Request Form.**

- You can find the Form on the Help Desk -- <https://longlewisauto.com/it-support-request/>
- Please provide them your ***name, phone number, & what type of phone you have (iPhone or Android)***

You may receive a call from Dynamic verifying your device, so they can activate the email account.

Your email should start populating within 24 hours after the IT Support Request Form I submitted.