MicroSPED

INFORMATION MANAGEMENT TECHNOLOGIES

Kerio Email Setup Guide

For Apple Devices

Step One

Locate "***Safari***" icon on your home screen

Step Two

In the Address Bar, type in

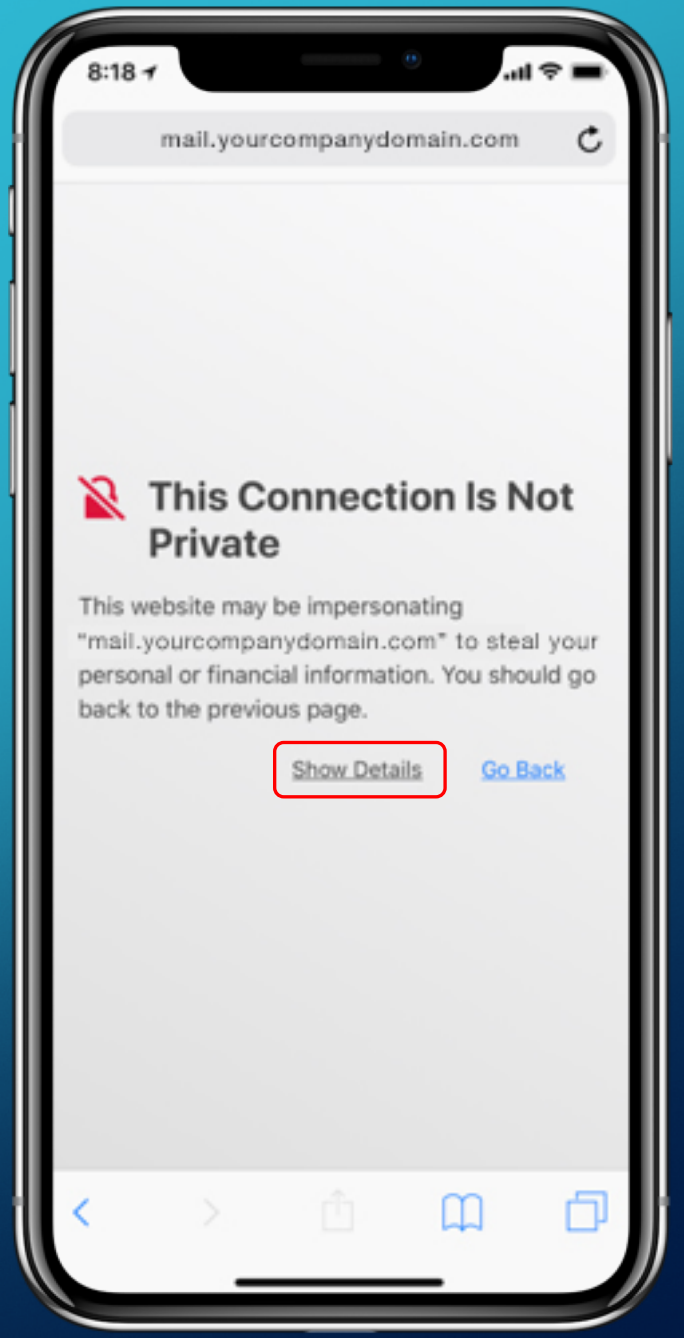
https://mail.yourcompanydomain.com/webmail

For Example:

For MicroSPED, the domain is:

https://mail.microsped.net/webmail

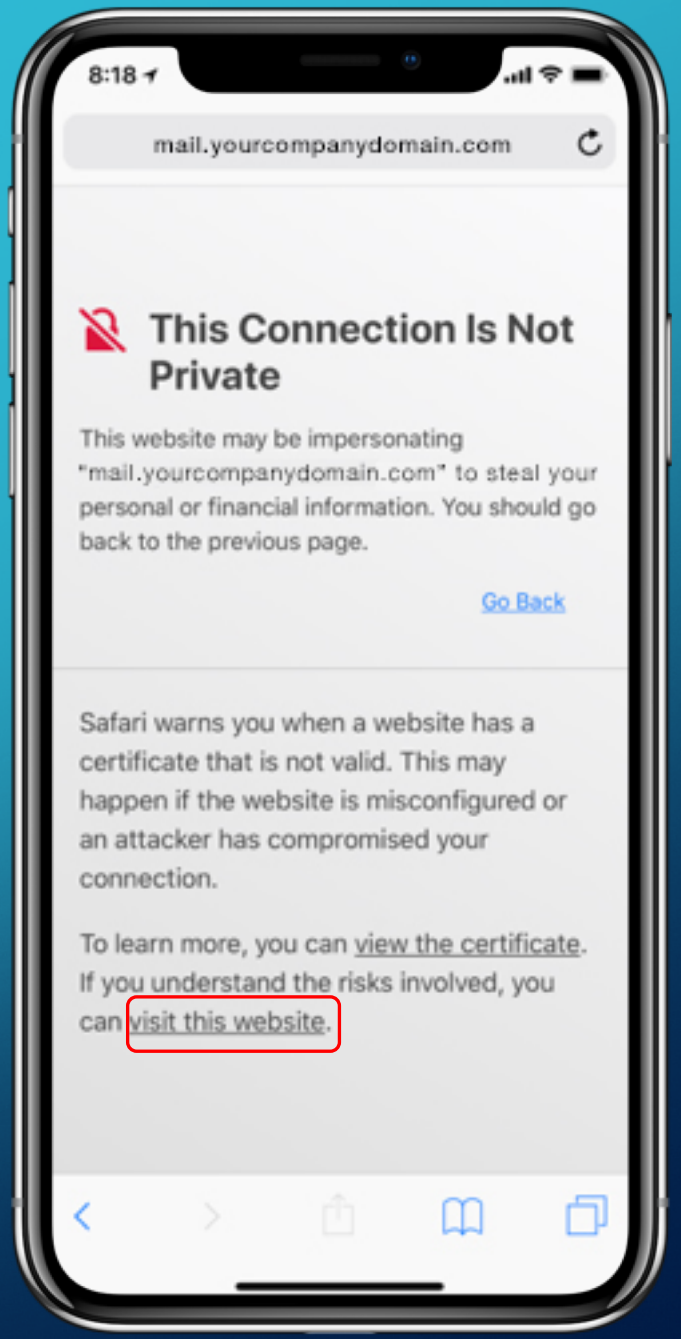
And the following page should open up and you want to select, ***"Show Details"***.



Step Three

The select, at the bottom,

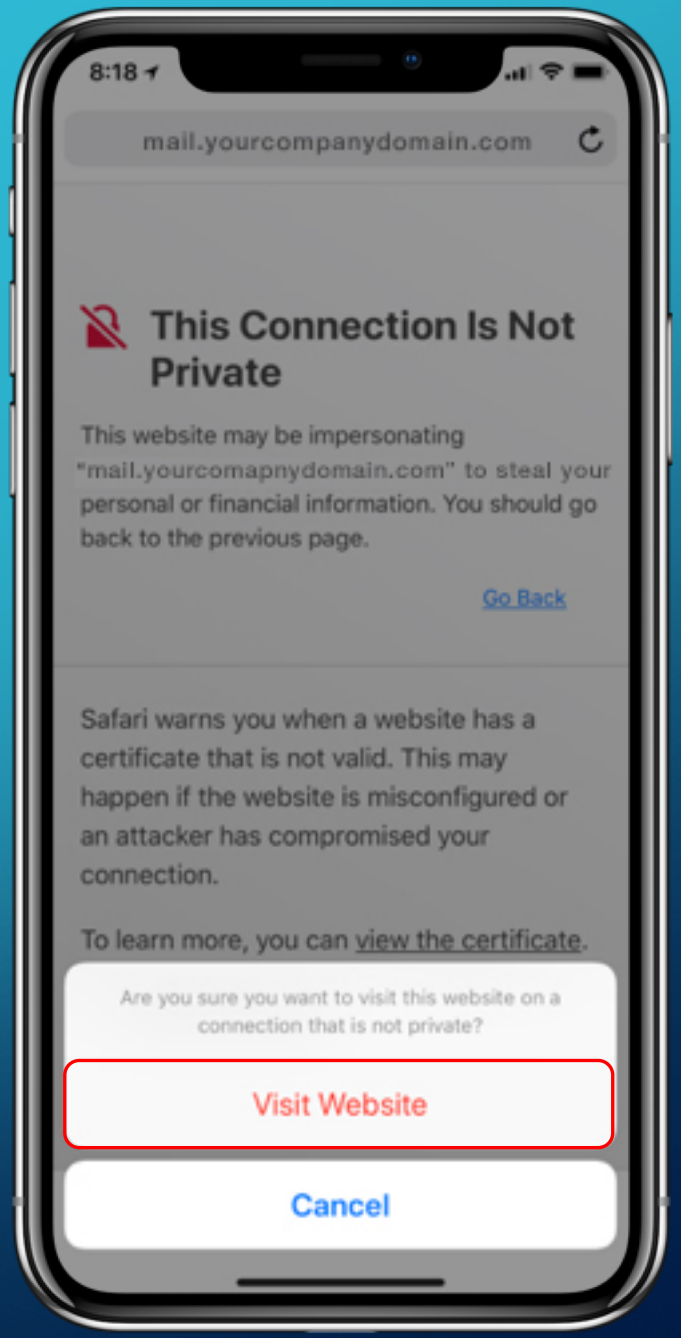
"visit this website"



Step Four

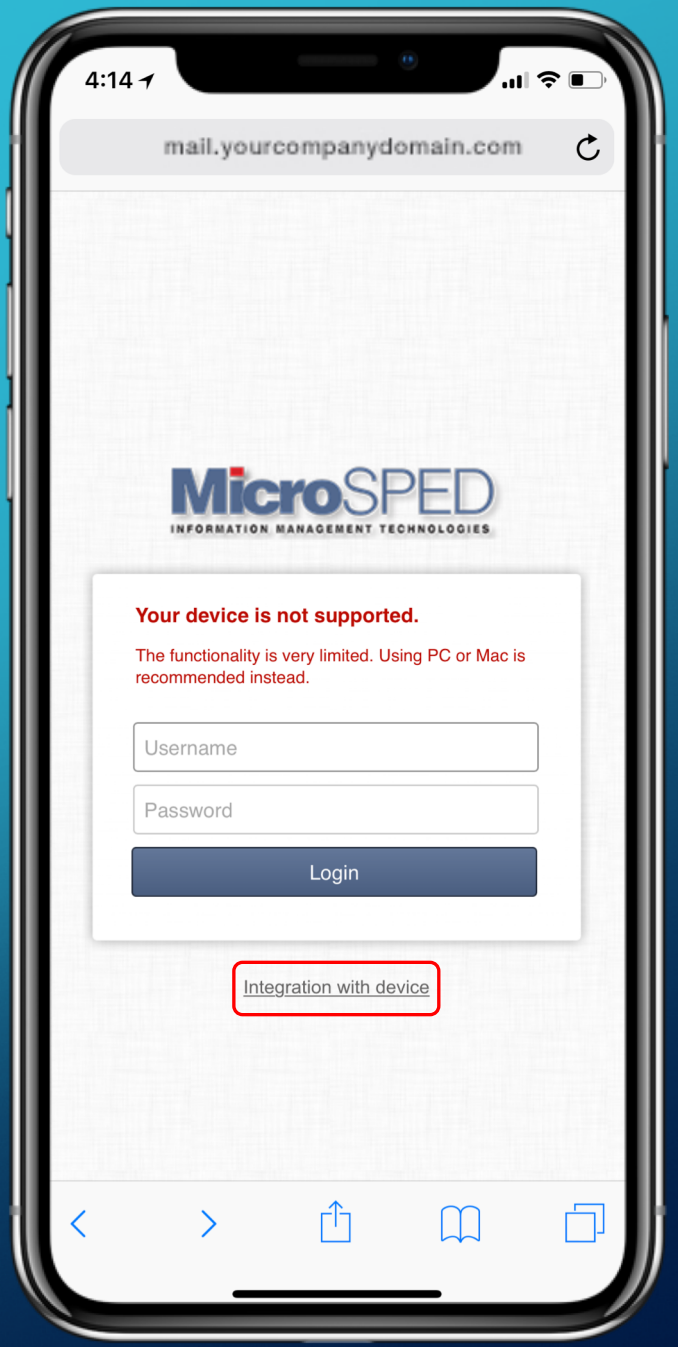
Then select,

"Visit Website"



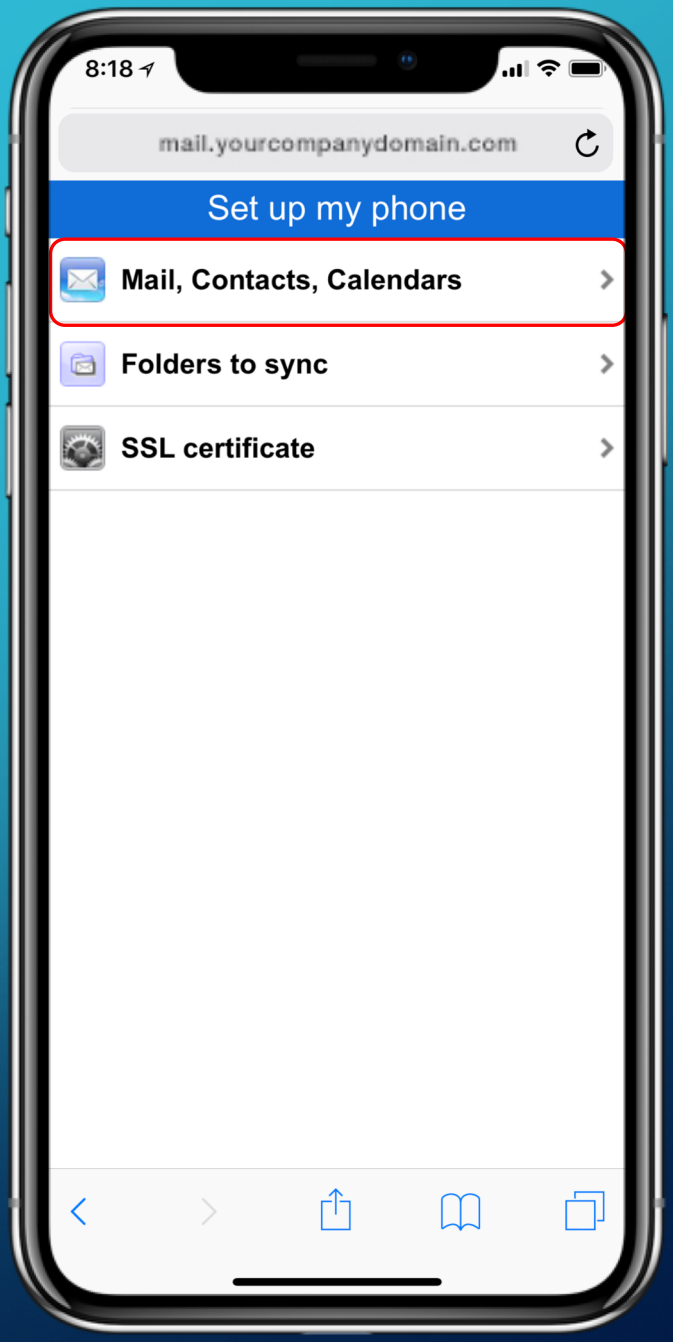
Step Five

Select, ***"Integration with device"*** at the bottom of the login page



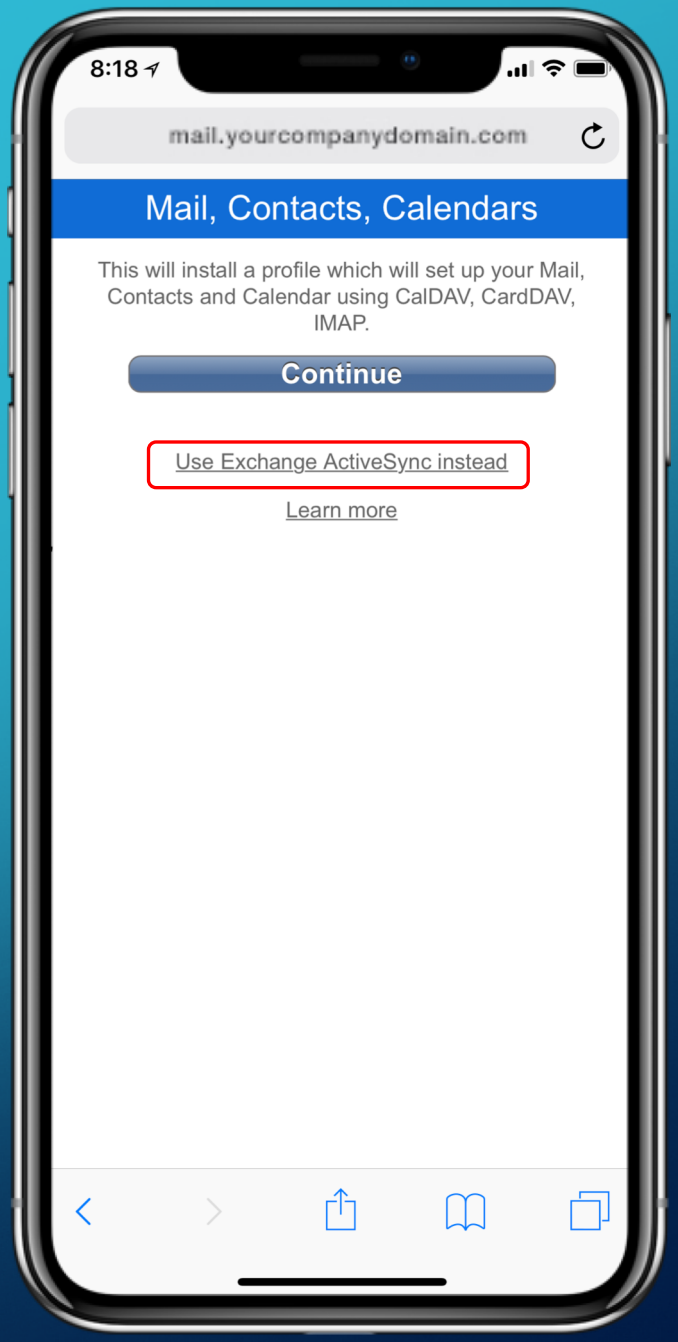
Step Six

Select, *"Mail, Contacts, Calendars"*



Step Seven

Select,
"Use Exchange ActiveSync instead"



Step Eight

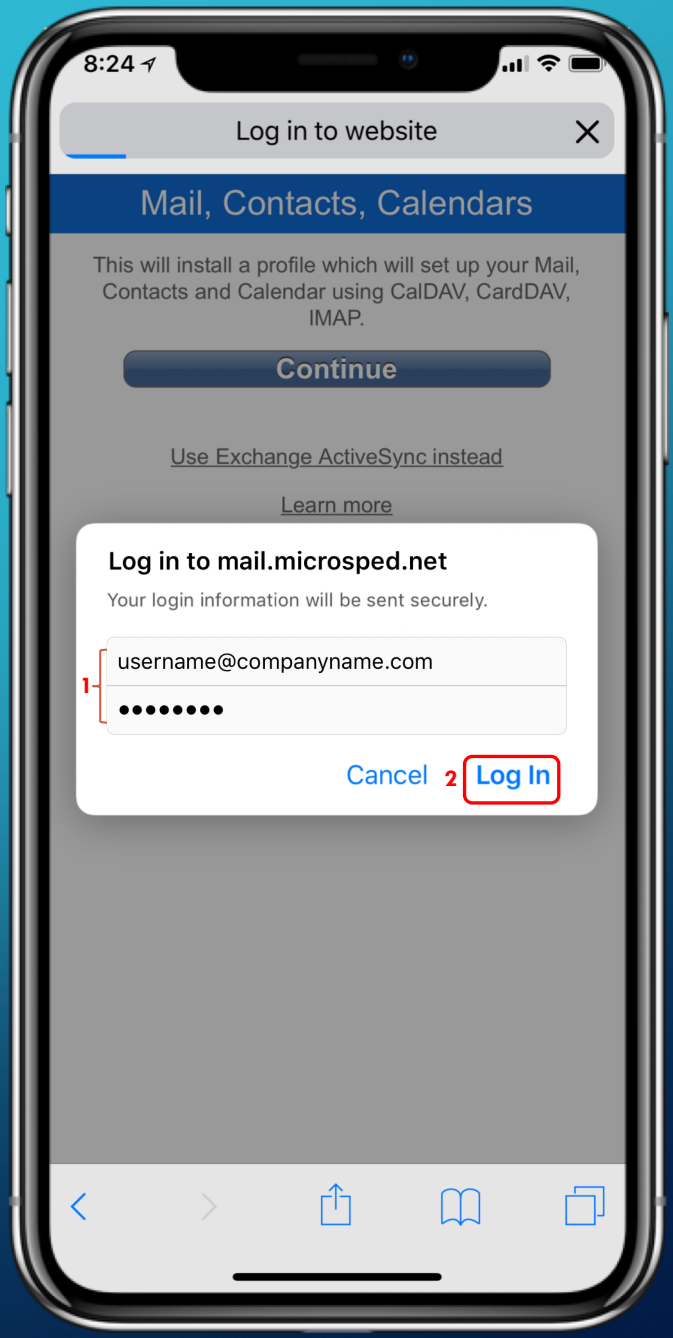
A Log in window will pop up and fill in with your email login information:

For Example:

Username:
(Email Address)
username@yourcompanyname.com

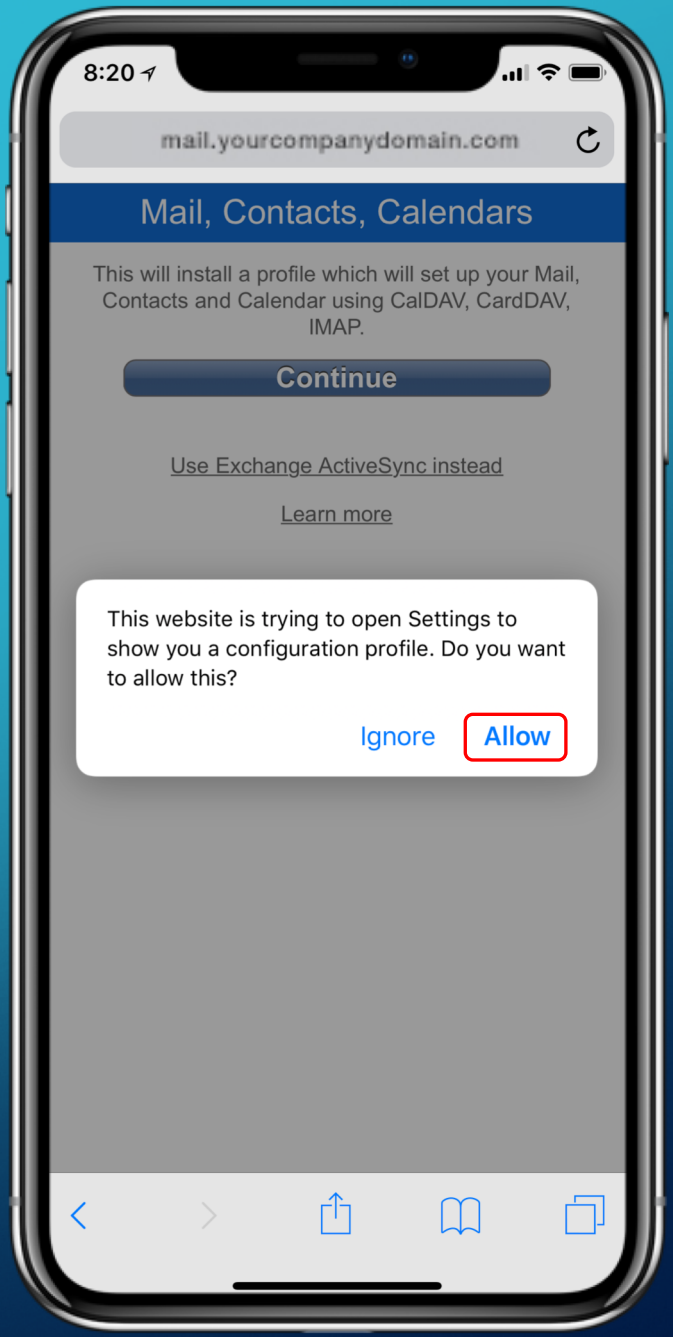
Password:
(Email Password)

Then select, ***"Log In"***



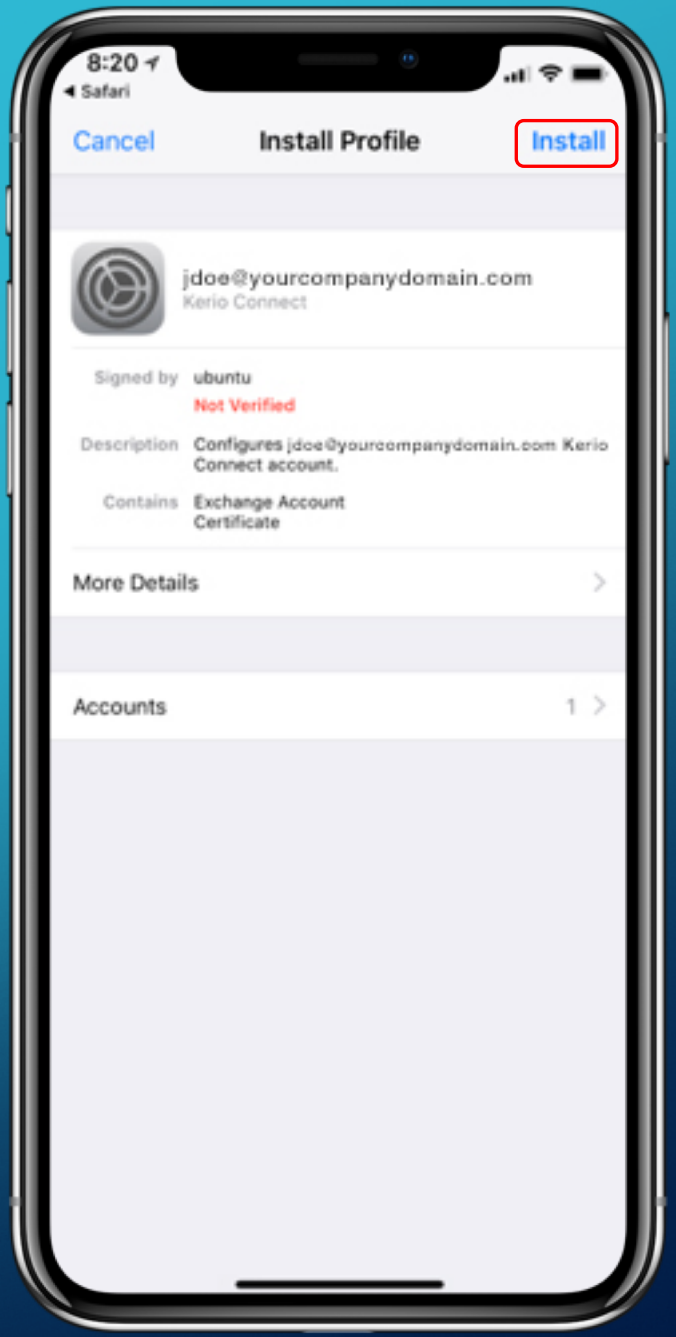
Step Nine

Select, *"Allow"*



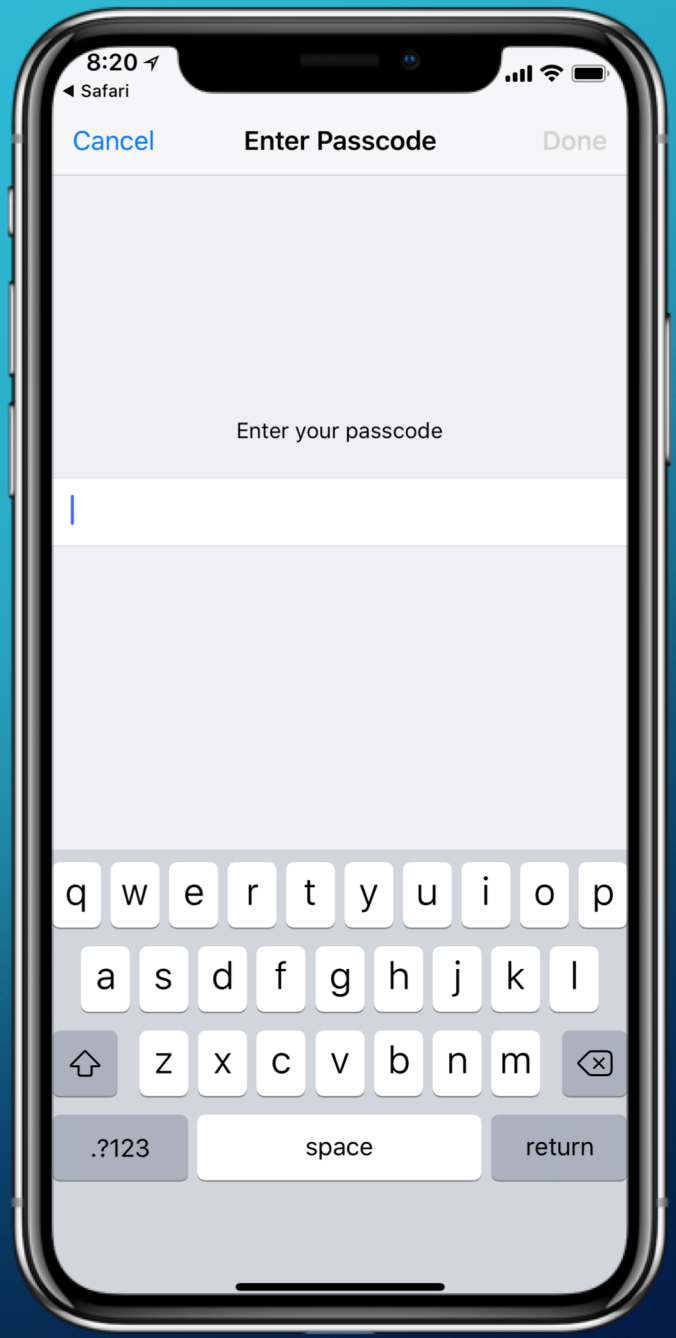
Step Ten

Select, *"Install"*



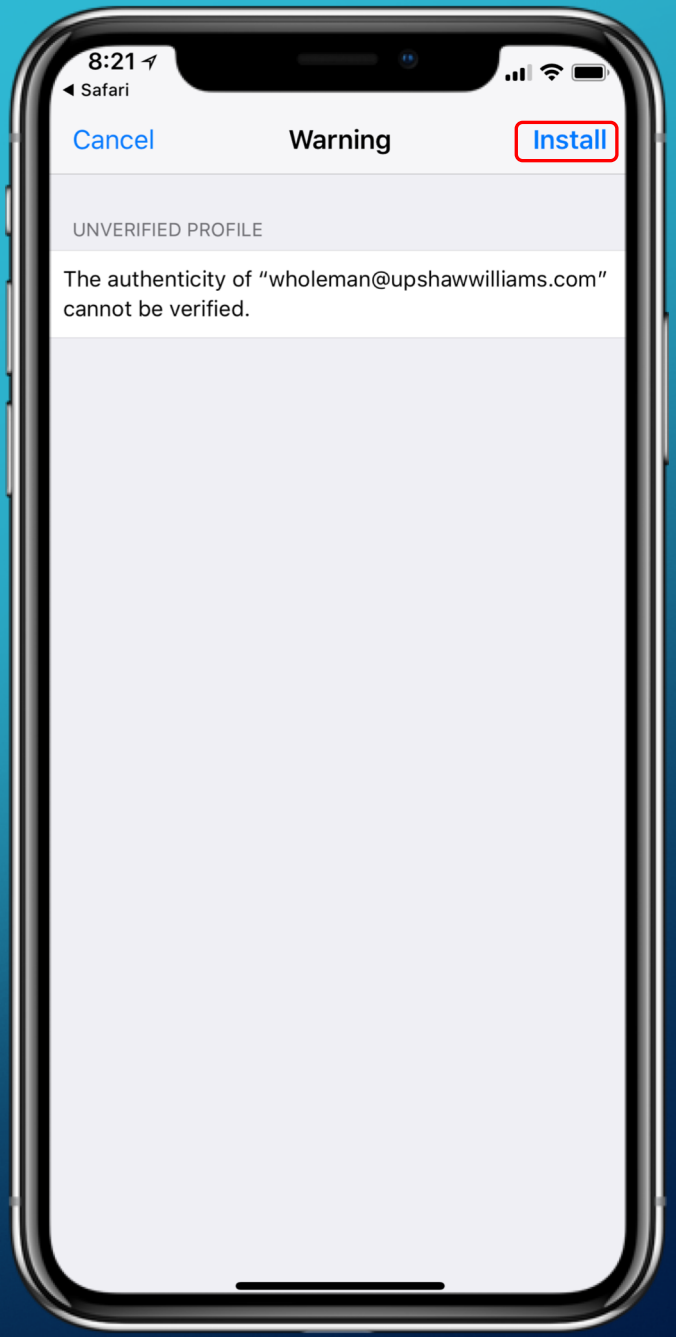
Step Eleven

Enter your Apple Device's passcode. This is the passcode used to unlock your device when waking it back up from sleep mode.



Step Twelve

Select, ***"Install"***

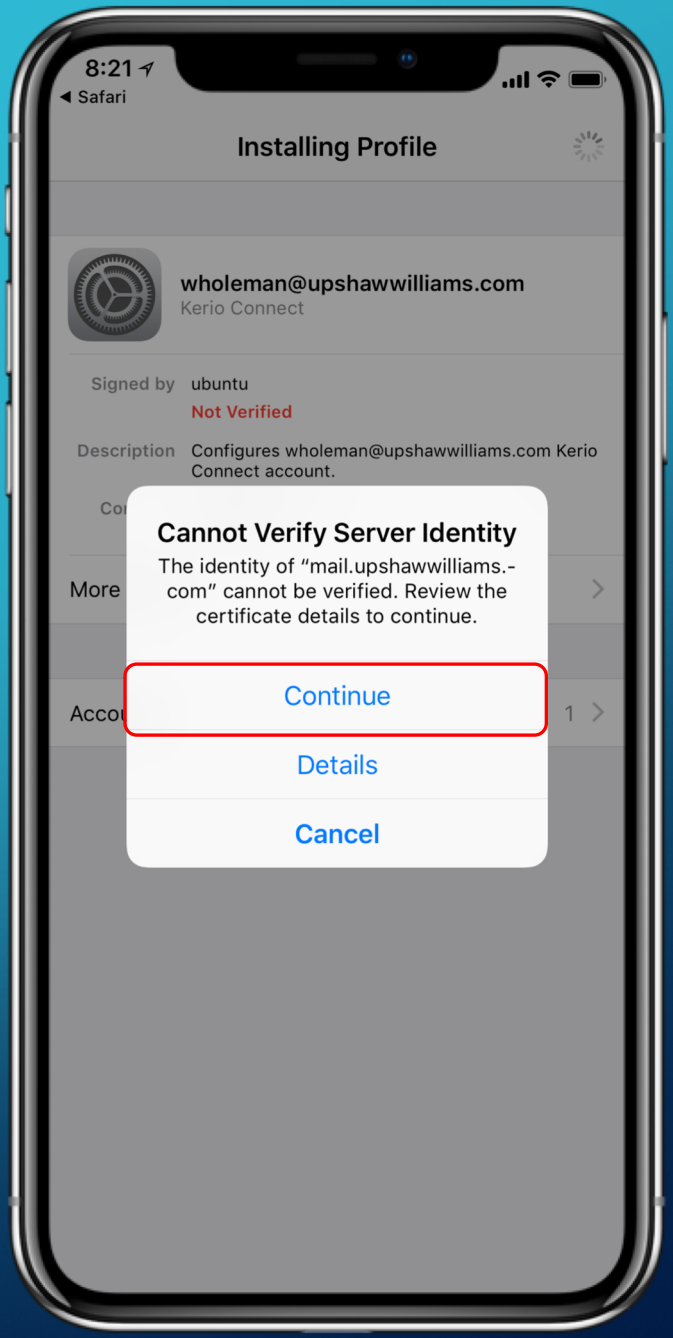


Step Thirteen

Select, ***"Install"***

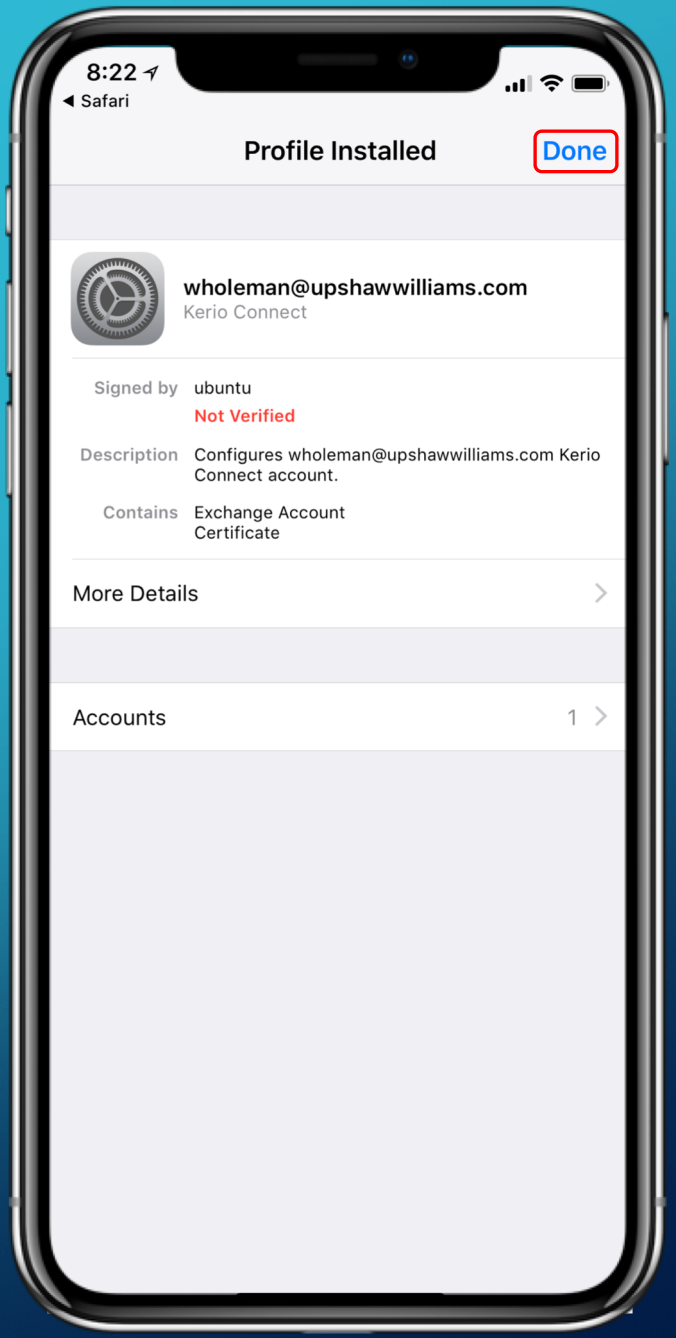
Step Fourteen

Select, ***"Continue"***



Step Fifteen

Select, ***"Done"***



All Done!

If you did everything correctly, you should now be able to send and receive emails under the *"Mail"* icon on your home screen under your new email account.