imits

Setting up Email, Calendar, and Contacts on a Personal iPhone or iPad
User Guide

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This document explains how to configure an IPhone device with your VCH email account to access your Calendar, Contacts, and Email.

- Service Desk does not provide support for personally owned iPhone setup/installation. This document is provided as a general reference only.

- BCCSS Mobile Services is required to enforce the Mobile Computing and Portable Storage Device Security for information security. Specifically, BCCSS Mobile Services requires that mobile devices must be:

  - Protected with a passcode of at least four characters.
  - Configured to lock the screen automatically after no more than 30 minutes of inactivity.
  - Encrypted via device level encryption.
  - Configured such that they can be remotely wiped in the event of loss or theft.

- Please do not proceed with these setup instructions unless you are able to commit the required 4-character/digit passcode to memory. BCCSS and the Service Desk are not able to recover forgotten passcodes.

Prerequisites

- Your phone/device must have a password that is at least four characters long (To set it up: Go to Settings, Touch ID & Passcode / Turn Passcode on)

- Access to internet

- Submit your request for access to via http://servicecatalogue.healthbc.org/Pages/default.aspx

- Select the *Access Corporate Email and Calendar on a Personal Device* form
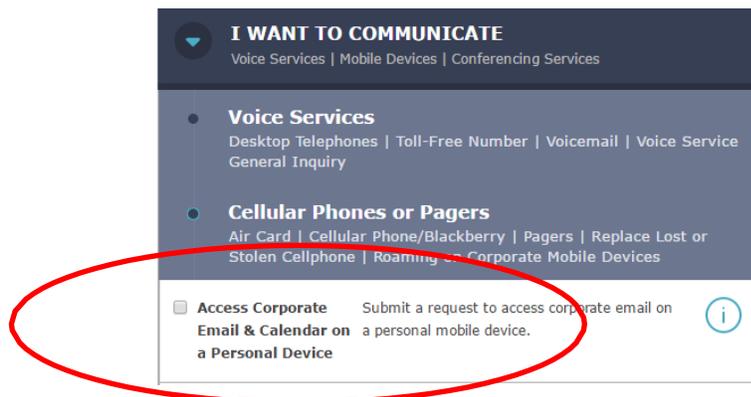
Once you have submitted the request, wait for a response from the Service Desk that your access has been enabled, and then proceed to the set-up instructions below.

![imits logo]

Health Authority Specific Information

	Email	Server	Domain	Username
PHC	YourEmail@providencehealth.bc.ca	webmail.vch.ca	INFOSYS	Your Login name
PHSA	YourEmail@phsa.ca	wm.phsa.ca	PHSABC	Your Login name
VCH	YourEmail@vch.ca	webmail.vch.ca	VCH	Your Login name
VRHB (VCH)	YourEmail@vch.ca	webmail.vch.ca	VRHB	Your Login name

Email	peter.ryan@vch.ca
Server	Optional
Domain	Optional
Username	Required
Password	Required
Description	Exchange

Setting up your Health Authority Corporate Email, Calendar, and Contacts

1. Turn your Wi-Fi off.
2. From the Home screen, tap **Settings.** Scroll down.
3. Tap **Passwords & Accounts.** At the top, tap **Add Account → Exchange.**
4. For **Email,** enter your health authority email address.

   Note: You can change the Description text from "Exchange" to something else (e.g. PHC Email).
5. Tap **Next.**
6. Tap **Configure Manually.**
7. Enter your network password and tap **Next.**
8. Enter your **server, domain, username, and password.**
   - For Server, enter **outlookanywhere.hssbc.ca**
   - For Domain:
     - For VCH/PHC, enter **VCH, INFOSYS, or VRHB**
     - For PHSA, enter **PHSABC**
   - For Username, enter your network username:
     - PHC e.g. **jdoe**
     - PHSA and VCH e.g. **jane.doe**
   - For Password, enter your **network password**
9. Select **Next** at the top of the screen and then click **Save.**
10. Open your **Mail** app to view your email.
11. Turn your Wi-Fi back on.