

SHR Mail Setup – Windows Phone 7

1. From Start, flick left to the Applications list, press **Settings**, and then press **Email & accounts**.
2. Press **Add an account** > Outlook.
3. Press the **Email address** box and then type your SHR email address.
4. Press the **Password** box and then type your SHR user password.
5. Press the **User Name** box and then type your SHR User Name.
6. Press the **Domain** box and then type **sktnhr.ca**
7. Press **Sign in**.
 - a. If the account settings are found, wait for your Exchange Server email, calendar and contacts to be synchronised to your phone. You've finished setting up your account.
Go to the last step in the procedure (Step 12).
 - b. If the account settings can't be found, continue to the next step.
8. If the correct settings can't be found, press **Advanced**.
9. Press the Server box and enter eas.saskatoonhealthregion.ca
10. Press **Show all settings** and then verify that the 'Server requires encrypted (SSL) connection' is selected.
11. Press **Sign in**.
12. You will be prompted by the SHR policy to enter a **6-digit** password. Enter a new, 6-digit pin that is easy for you to remember but difficult for others to guess.



If your phone is lost or stolen, please immediately notify the Information Technology Service Desk at 306-655-8200 to have your phone wiped remotely.