

Setting up BSOTR email on your Iphone

First

Delete your BSOTR email account

under Settings==>Accounts and Passwords====>Select your BSOTR account-> Click Delete account

Go back under Accounts and passwords select Add Account, Select EXCHANGE, enter bsotr email and nickname for account, click next, click sign in, enter password, click sign in, click no thanks, go to my email.

Go back to accounts and passwords and confirm email account is present, if not repeat the above steps, and click accept when permissions requested page loads, select if you would like to sync calendar and contacts.

Under accounts and passwords your bsotr account should be listed as Microsoft Exchange.

If you do not know your password email mail@bsotr.com

Setting up BSOTR email on your PC laptop

In Outlook, click File then Account Settings, Select Account settings from dropdown menu.

Select your bsotr email account and select remove.

Click new

Enter bsotr email

Enter password for your email address

Click ok

(You may need to repeat this process one more time).

Check your account list and make sure next to your bsotr email it says Microsoft Exchange.