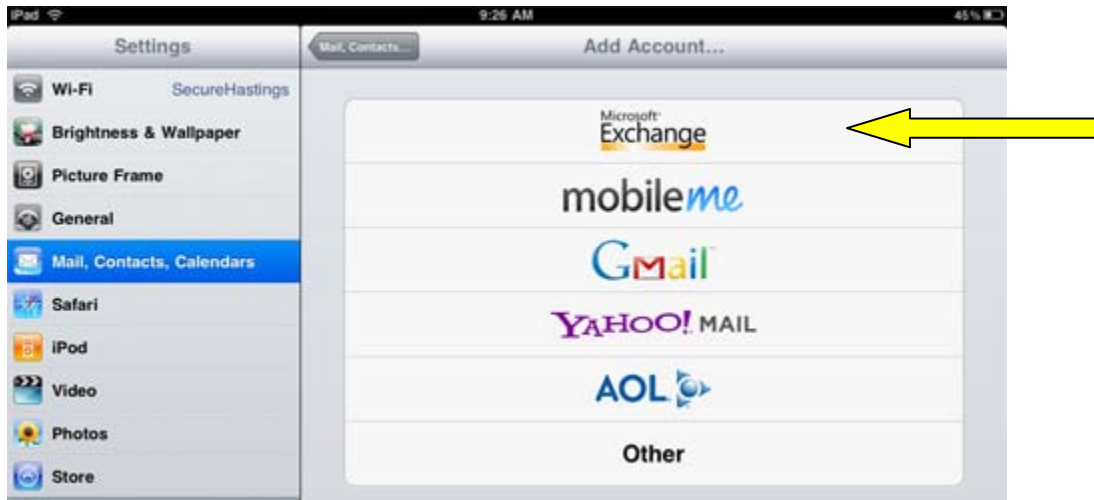
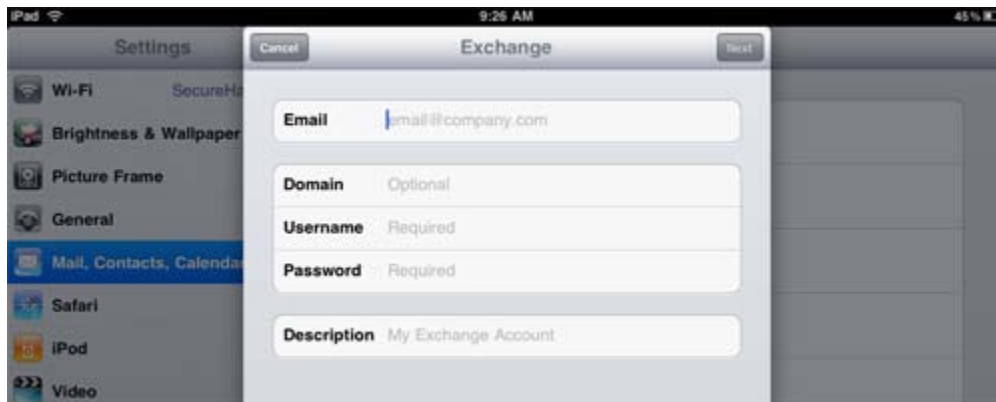


How to Set Up Hastings Email on iPad

1. Choose "Settings" on the iPad home screen.
2. Choose "Mail, Contacts, Calendars"
3. Choose "Add Account"
4. Choose "Microsoft Exchange"



5. Fill in the following using your email id in place of *xxxxx* and use your *email-password*:
Email address at Hastings (e.g. *xxxxx@uchastings.edu*)
Username (e.g. *uchastings\xxxxx*)
Password *email-password*
Description **Hastings**



6. Click "Next" after you have finished filling all the fields and you will be prompted for the Server information:

Server mail.uchastings.edu



7. Click Next and you will be asked to select the information to synchronize using Exchange. Our recommendation is to sync Mail, Contacts, and Calendars. Then select "Save". If you have Contacts already on your iPad, then you may wish to keep them there.



8. The last step is to review the account settings. Our recommendation is to keep the defaults.

