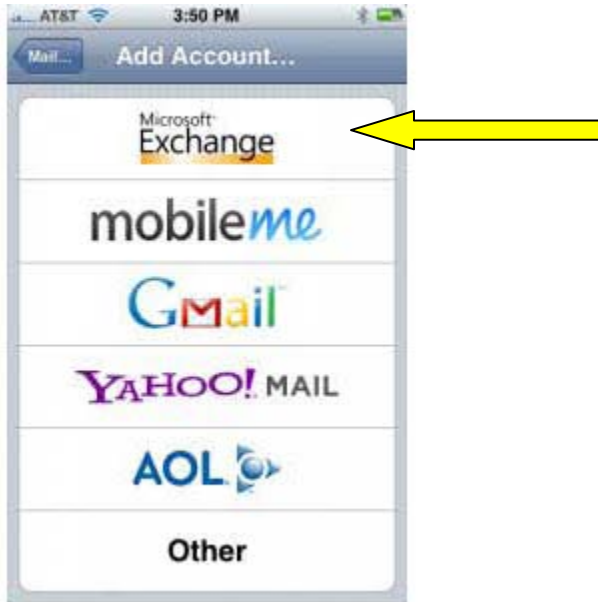


## How to Set Up Hastings Email on iPhone

1. Choose "Settings" on the iPhone 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. The iPhone will say “Verifying Exchange account information.” Then 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 iPhone, then you may wish to keep them there.
8. The last step is to review the account settings. Our recommendation is to have **Fetch New Data Off**. This will save battery life. The opposite to Fetch Off is **Push** - every time you get a new email, it will automatically be “pushed” to your iPhone. This can drain your battery.

The four Fetch options are: Every 15 Minutes, Every 30 Minutes, Hourly, Manually.

9. Review the other settings for your email (how many messages to show, font size, etc.) and you’re ready to start receiving Hastings email on your iPhone!

**Caveat emptor:** These instructions are based on our personal testing of iPhones. The Hastings IT department does not support any PDA-type devices. The IT staff cannot accept requests to install or troubleshoot PDA questions.