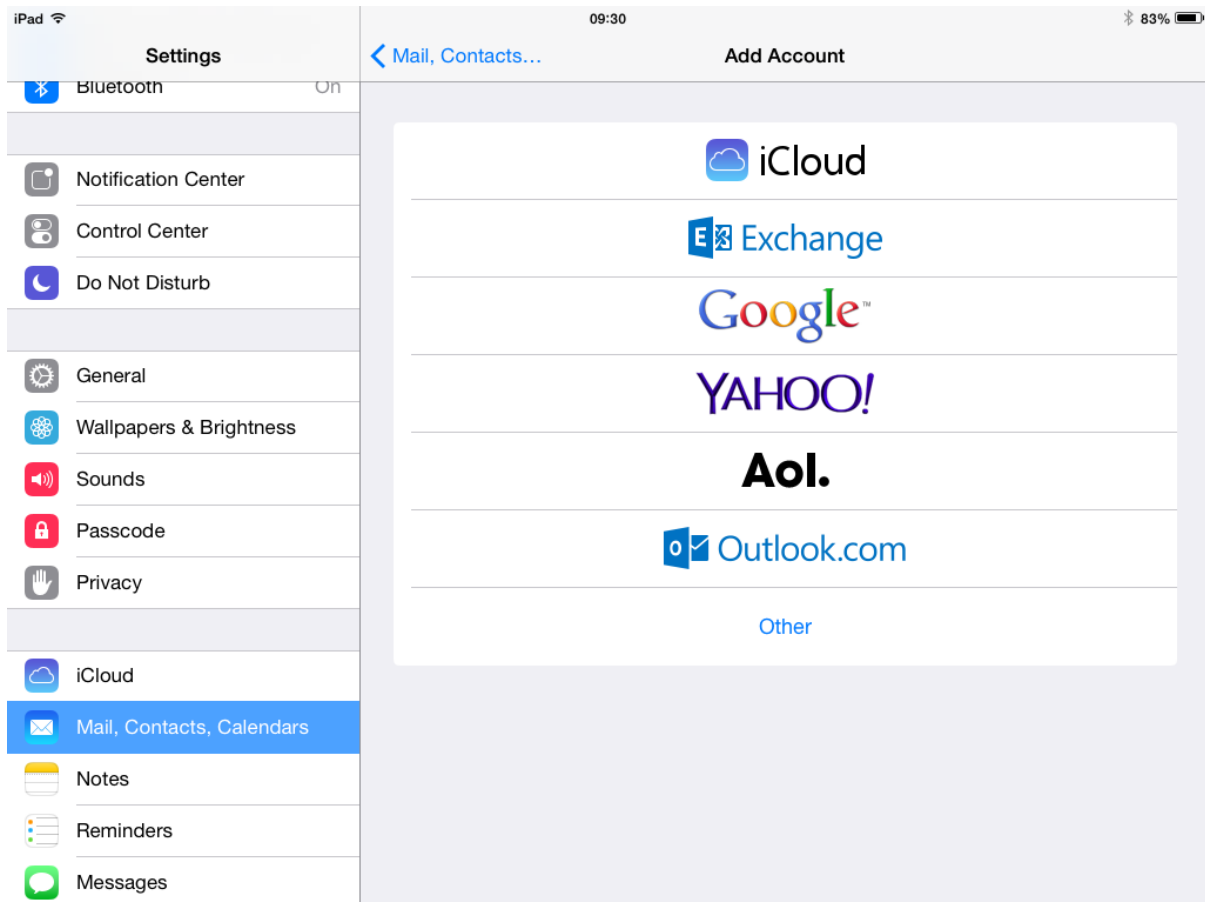


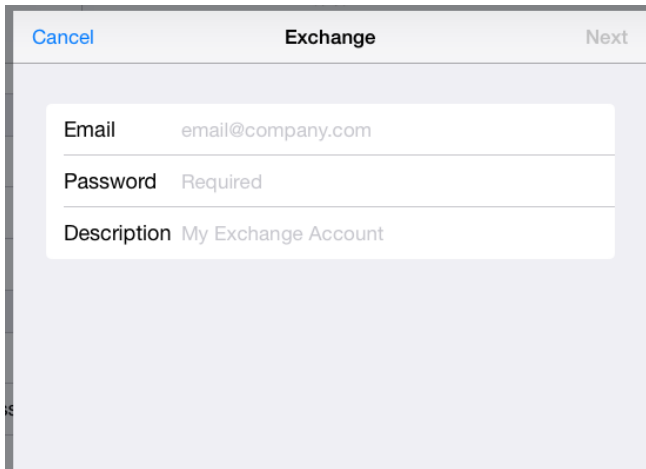
College Email on your iPad

1. Tap on the **Settings** icon, followed by **Mail, Contacts & Calendars** then **Add Account**

2. Tap in **Microsoft Exchange**



3. In **Email** type in your email address (user.name@fromecollege.org). In **Password**, type in your password (this is the same one as you use to logon to the computers with). In **Description**, type in School Email. Tap **Next**



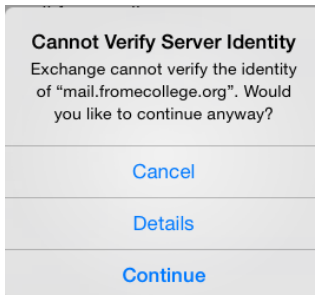
Cancel Exchange Next

Email email@company.com

Password Required

Description My Exchange Account

4. Press **Continue** on **Cannot Verify Server Identity** twice



Cannot Verify Server Identity
Exchange cannot verify the identity of "mail.fromecollege.org". Would you like to continue anyway?

Cancel

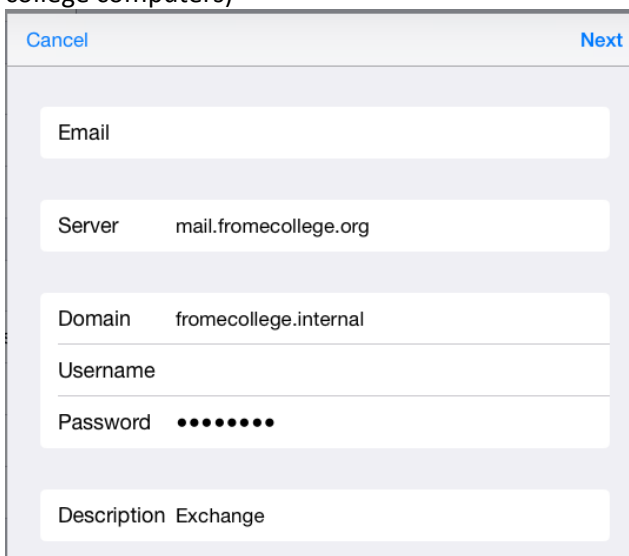
Details

Continue

5. In **Server**, type in mail.fromecollege.org

6. In **Domain**, type in fromecollege.internal

7. In **username**, type in your username (this is the same username as what you enter to logon to the college computers)



Cancel Next

Email

Server mail.fromecollege.org

Domain fromecollege.internal

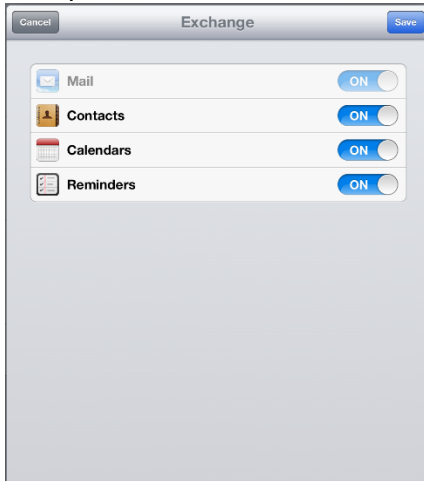
Username

Password ●●●●●●●●

Description Exchange

8. Tap **Next**

9. Tap on Save



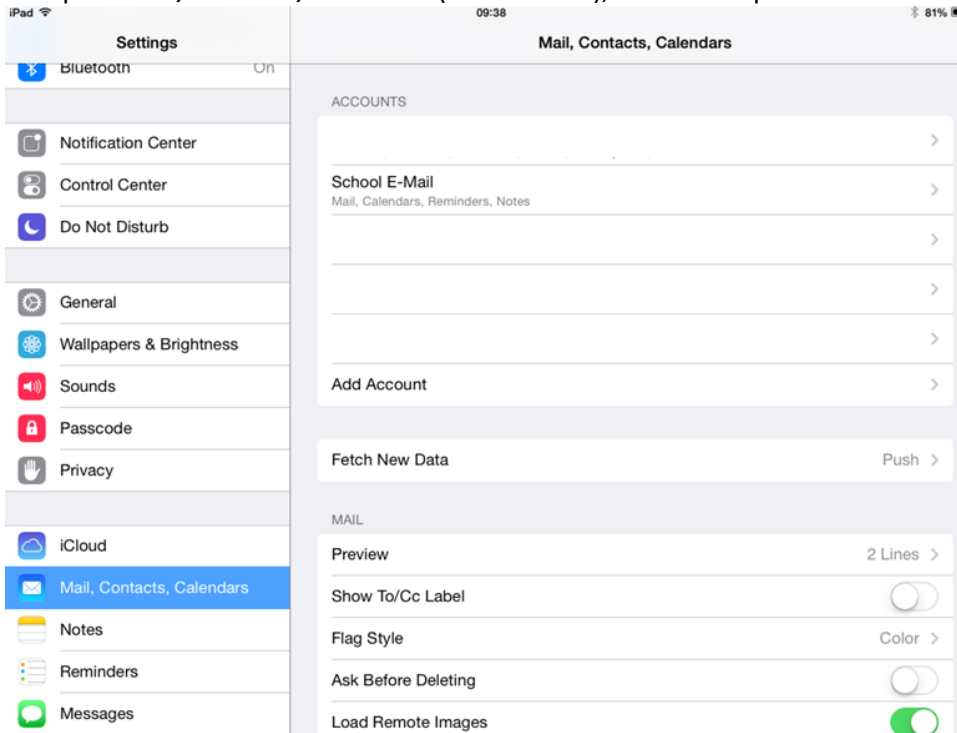
10. Your emails are now configured. Please be aware that it will take a few minutes for your device to synchronise with the email server for the first time.

You will notice that only emails from the past three days are being displayed. This is the default setting for the iPads. Follow instructions below to change this.

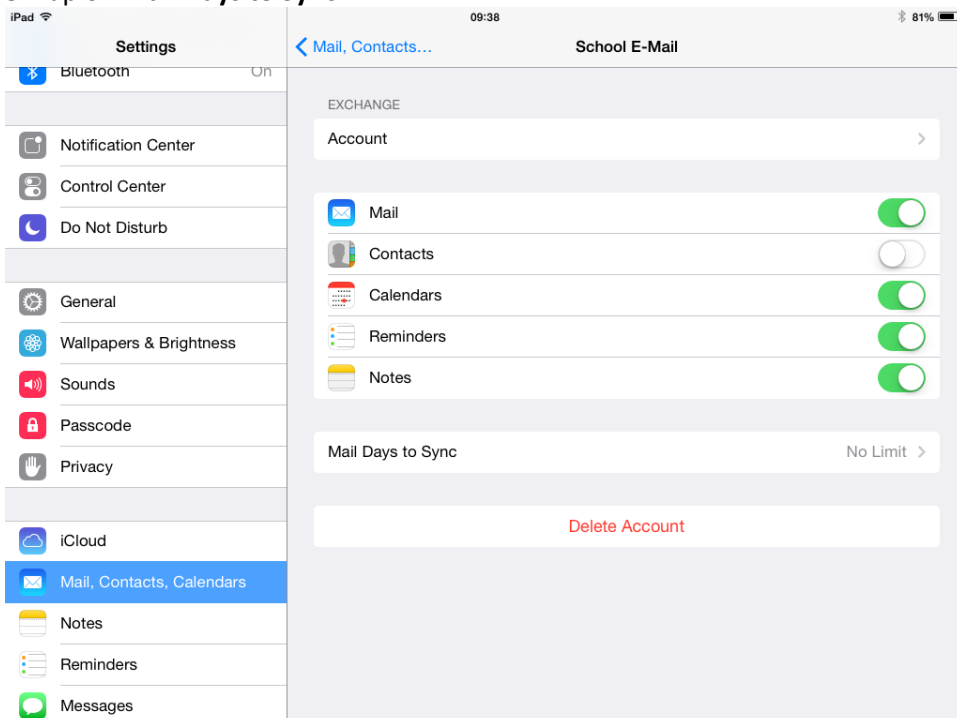
1. Tap on the Settings



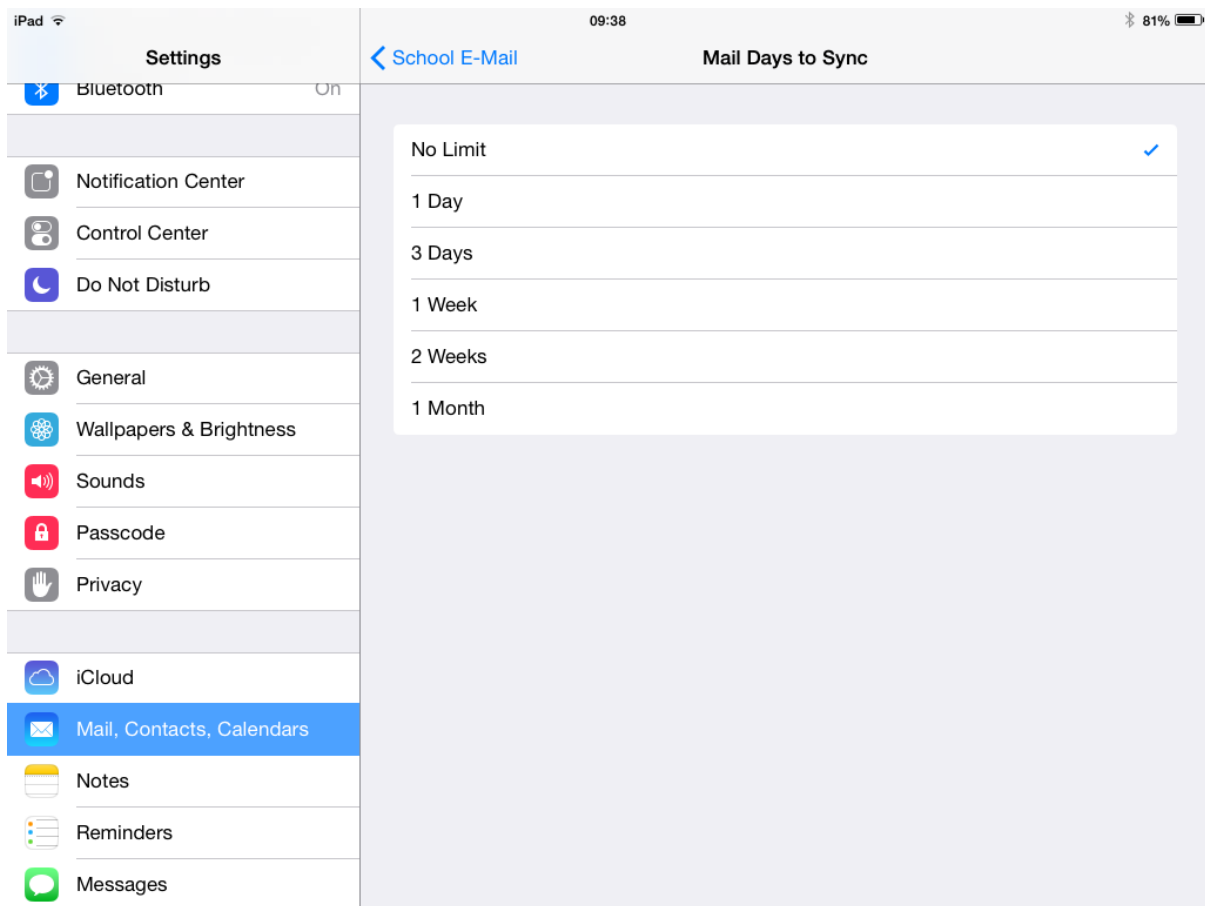
2. Tap on Mail, Contacts, Calendars (left had side), and then tap on School Email (top right).



3. Tap on Mail Days to Sync.



4. Select the limit you want (no limit will show all emails in your inbox). Then tap on the **back arrow** on the top left of the dialog box (it will be called School Email)



5. Tap on **School E-Mail**

6. Press the **home** button e-mails Complete.

