

Viewing E-mail

Adding HWS E-Mail on iPhone/iPad

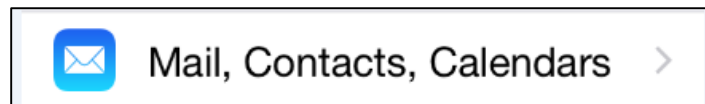
These instructions are for connecting your HWS e-mail so that it is available through the Mail app on the iPhone or iPad.

To add your HWS e-mail account:

1. From the Home Screen, go to **Settings**



2. Scroll down to and select **Mail, Contacts, Calendars**



3. Select **Add Account**



4. Select **Exchange**

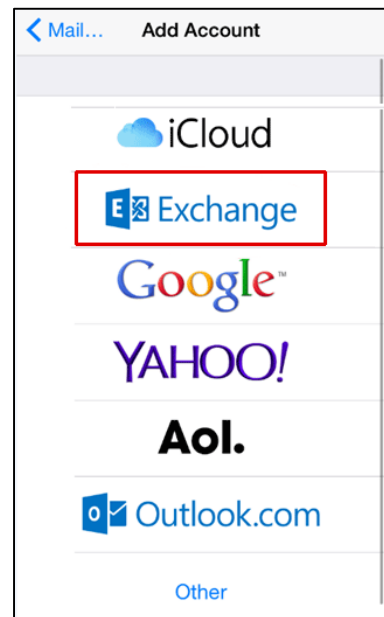
5. Enter the following information:

- E-mail: **username@hws.edu**
- Password: **Your HWS email password**
- Description: **(We recommend changing it to "HWS")**

6. Press **Next**, and you will likely be prompted for additional information, which you should fill in:

- Server: **webmail.hws.edu**
- Domain: **HWSMICRO**
- Username: **Your HWS username**

7. Press **Next**



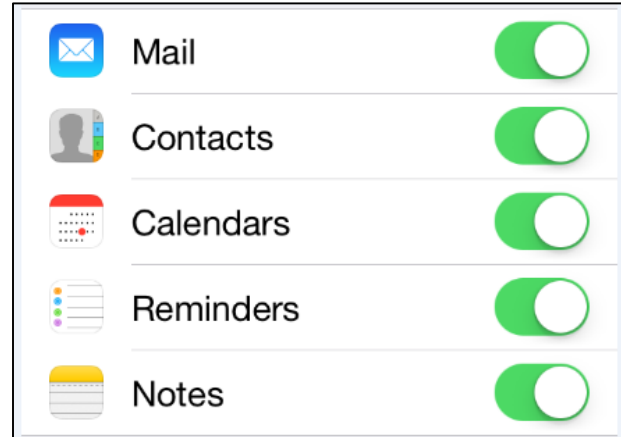
Viewing E-mail

Adding HWS E-Mail on iPhone/iPad

You should see a screen appear that allows you to choose which items you would like to connect to your e-mail account (Mail, Contacts, Calendars, Reminders, Notes). **Keep Mail selected to access e-mail.**

8. Once you've made your decisions, press **Save**

You will now have your HWS e-mail available through the Mail app on the iPhone. It may take a bit of time before your inbox populates, as it will be downloading your messages.



If you experience any difficulties with this process, please stop in to the Help Desk, or call us at 315-781-4357 (HELP).