Cogswell E-mail Setup Instruction
for iPhone and iPad

These steps are for setting up a new e-mail account on your iPhone or iPad. (Note: If you already have an old Cogswell e-mail account on the device you’ll need to remove it first.)

1. Go to Settings and select “Mail, Contacts, Calendars”.
2. Select Add Account…
3. On the Add Account screen select Microsoft Exchange

4. On the Exchange screen enter your Cogswell e-mail address and Password. In the Description field enter a friendly name for this e-mail account (it does not need to be your name or e-mail address), then select Next.
5. If you'll receive a message “Cannot verify Identity”, click Continue.

6. On the next screen in the Server field enter email.cogswell.edu

   In the Domain field enter “cpc” (it is a required field, despite that it’s marked as “Optional”), enter your Username (just user name, don’t add “@cogswell.edu”)

   (The Email, Password and Description fields should be already populated.)

7. The new Exchange server supports not just e-mail, but also your Contacts, Calendar and reminders to be synchronized between your iPhone/iPad and the Cogswell mailbox.

   On the next screen you will be asked about your existing contacts.
We suggest you to select “Keep on My iPhone”
Selecting “Delete” will erase all contacts you might have on your device.

8. On the next screen click on “Keep on my iPhone”. Although it might create a duplicate contact on your iPhone/iPad, we suggest to do so to avoid losing some information.

9. A prompt should appear confirming that your account is now set up. Your e-mail account will start synchronizing with the server (it might take a couple of minutes before your e-mail messages will appear on the phone/tablet).