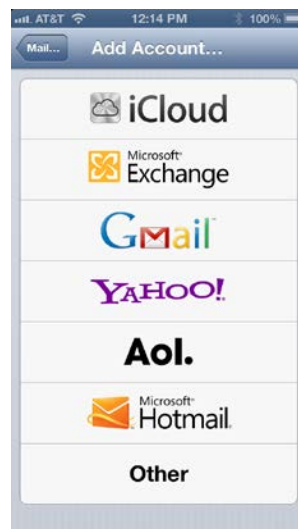


## Cogswell E-mail Setup Instruction for iPhone and iPad

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).