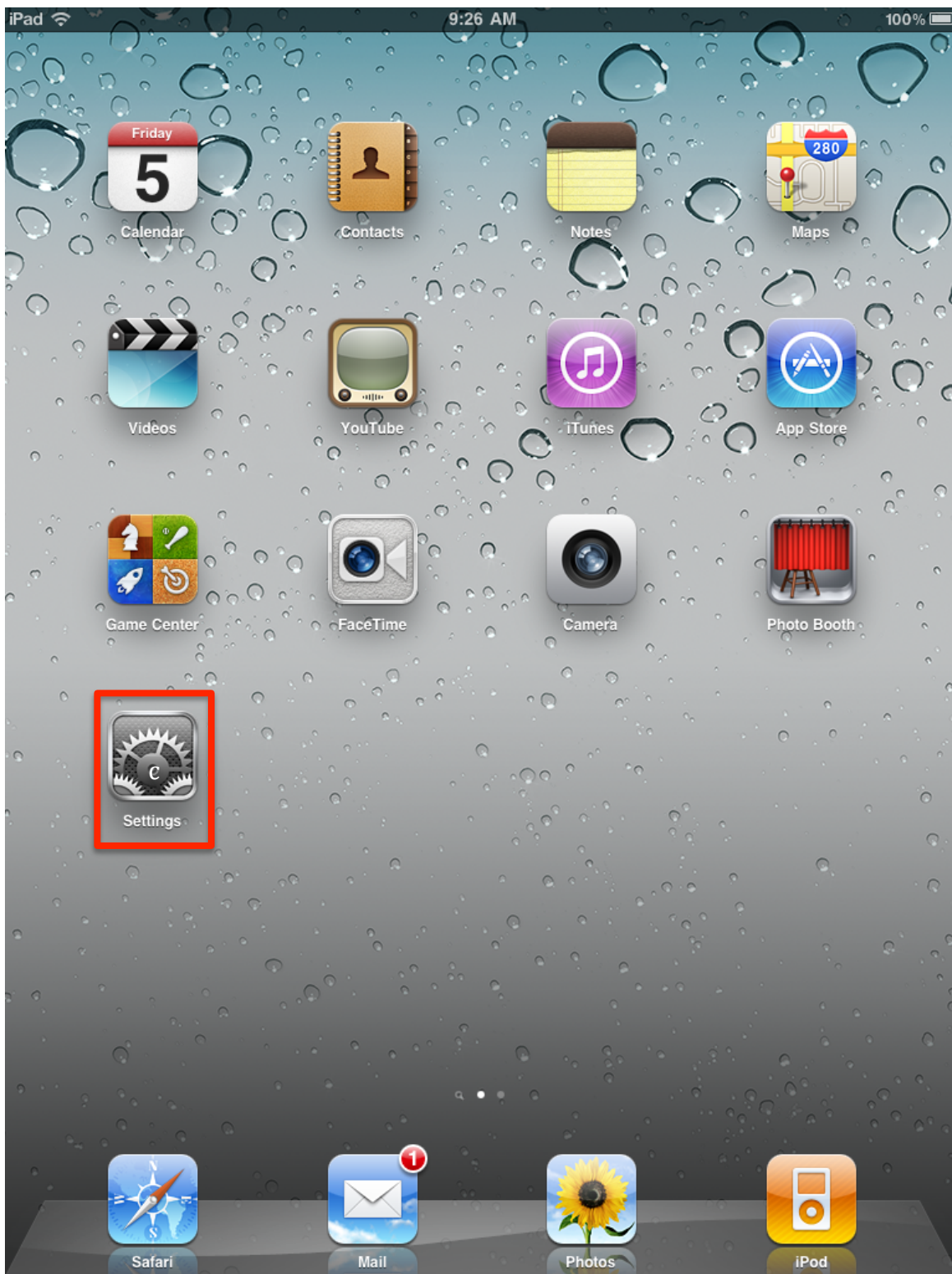
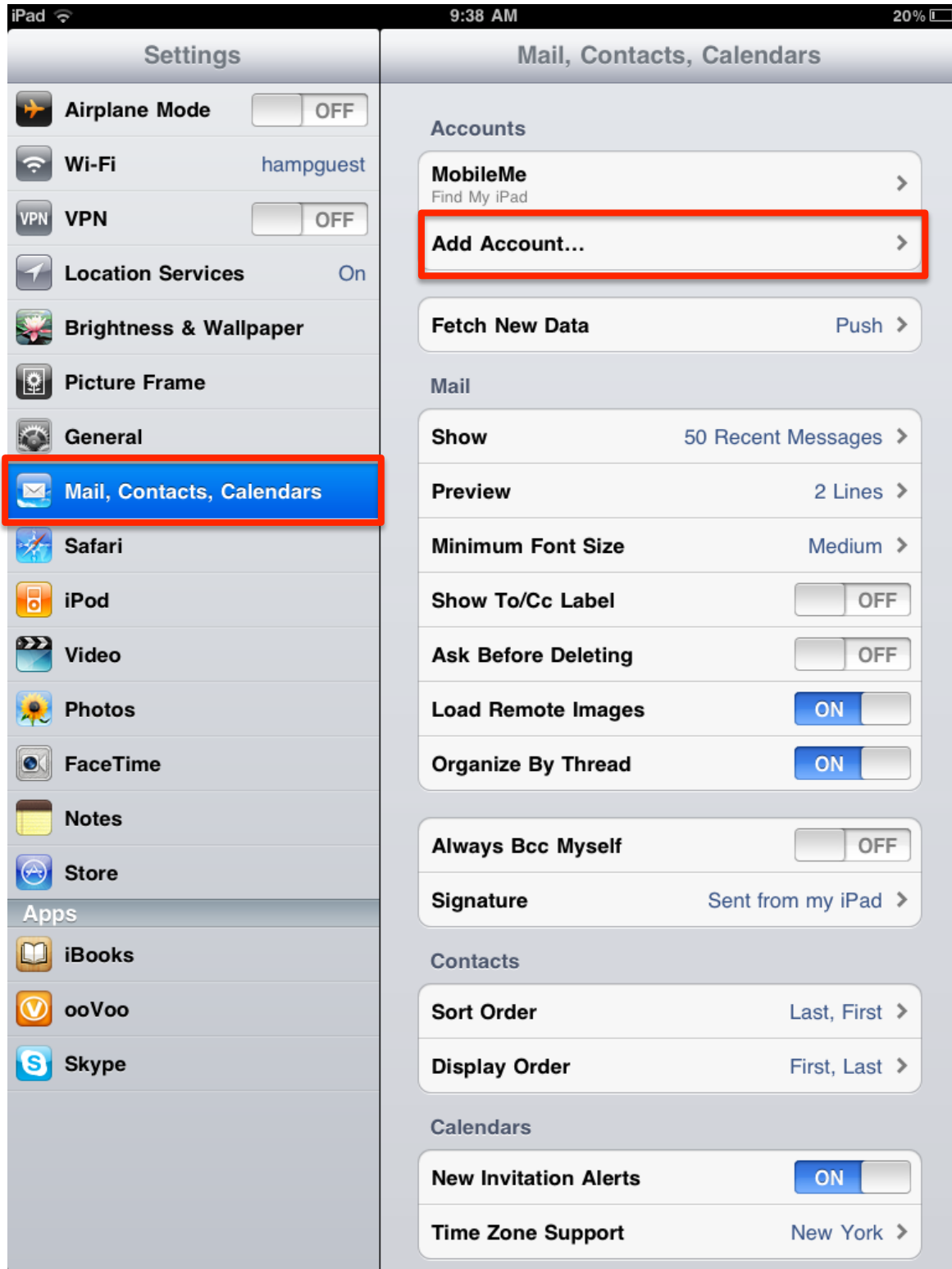


Setting up Hampshire Email on an iPad

1. On the main iPad screen, select "Settings."



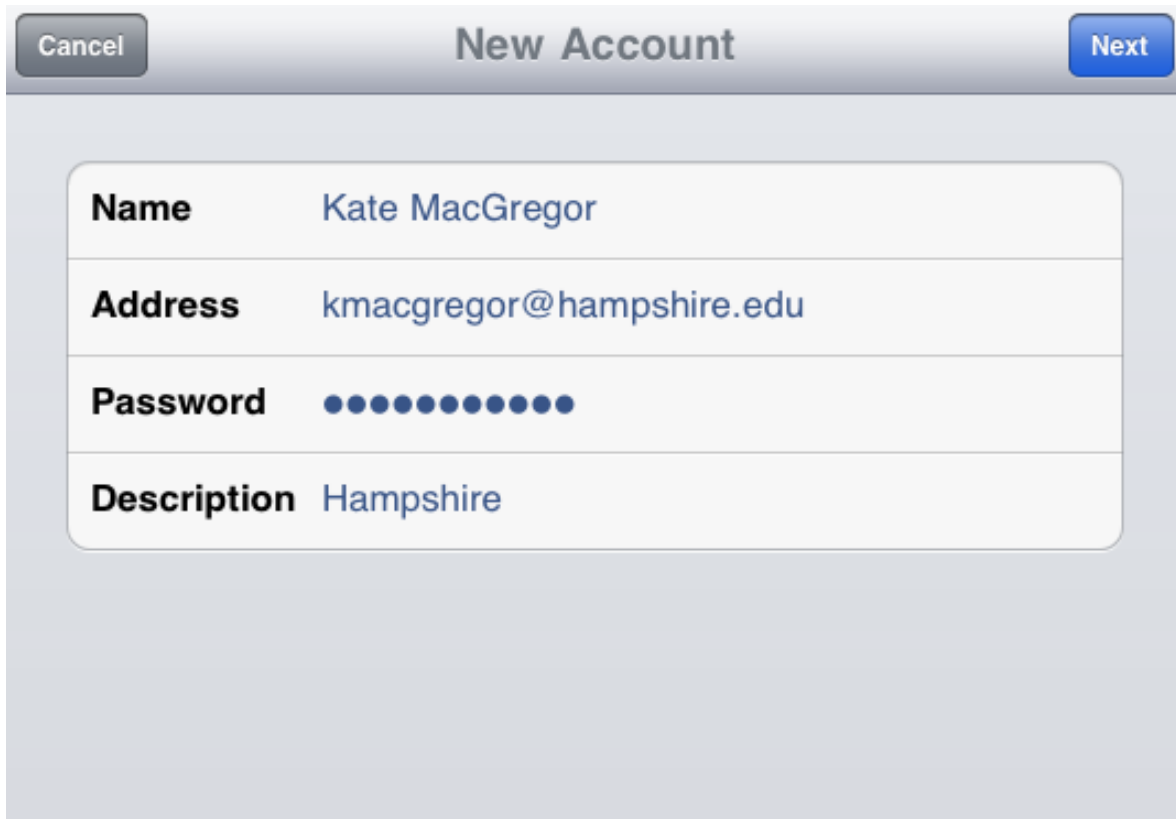
2. In the panel on the left select “Mail, Contacts, Calendars,” and then click “Add Account...”



3. Select “Add Mail Account.”



4. Fill out the fields:
 - “Name” is your name as you like it to appear.
 - “Address” is your email address as you like people to see it. In most cases this means it’s your email alias, such as “kmacgregor@hampshire.edu”.
 - “Password” is your email (HampNet).
 - “Description” is cosmetic, just a way to identify your account. I set it to “Hampshire.”
5. Click “Next.”



New Account	
Name	Kate MacGregor
Address	kmacgregor@hampshire.edu
Password	••••••••••••
Description	Hampshire

6. Leave your account as “IMAP.” The information you just entered is reflected in the top box.
7. Fill out the Incoming Mail Server information:
 - “Host Name” is “mail.hampshire.edu”.
 - “User Name” is your Hampshire login: initials plus department code; mine is “kmmLO”.
 - Enter your HampNet (Intranet, WebMail, etc.) password.
8. Fill out the Outgoing Mail Server information:
 - “Host Name” is “smtp.hampshire.edu”.
 - “User Name” is your Hampshire login: initials plus department code; mine is “kmmLO”.
 - Enter your HampNet (Intranet, WebMail, etc.) password. Despite what it says, this is *not* optional.

The screenshot shows the 'New Account' setup screen on an iPad. The screen has a title bar with 'Cancel' and 'Next' buttons. The main content area is divided into sections for account information and mail server settings.

Account Information:

- Name:** Kate MacGregor
- Address:** kmacgregor@hampshire.edu
- Description:** Hampshire

Incoming Mail Server:

- Host Name:** mail.hampshire.eu
- User Name:** kmmLO
- Password:** (represented by 10 dots)

Outgoing Mail Server:

- Host Name:** smtp.hampshire.edu
- User Name:** kmmLO
- Password:** (represented by 10 dots)

9. Click “Save.”



10. That's it—go back out to the main page and select the “Mail” icon, and your Hampshire email should be waiting for you.