## **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..."

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Settings	Mail, Contacts, Calendars
Airplane Mode OFF	Accounts
Wi-Fi hampguest	MobileMe Find My iPad
VPN VPN OFF	Add Account >
Location Services On	
🙀 Brightness & Wallpaper	Fetch New Data Push >
Picture Frame	Mail
Seneral	Show 50 Recent Messages >
🔄 Mail, Contacts, Calendars	Preview 2 Lines >
🥻 Safari	Minimum Font Size Medium >
iPod	Show To/Cc Label
🚰 Video	Ask Before Deleting OFF
🔎 Photos	Load Remote Images ON
FaceTime	Organize By Thread ON
T Notes	Always Bcc Myself
Store	Signature Sent from my iPad >
Apps Books	
	Contacts
	Sort Order
Skype	Display Order First, Last >
	Calendars
	New Invitation Alerts ON
	Time Zone Support New York >

3. Select "Add Mail Account."

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Settings	Add Account Other	
Airplane Mode OFF	Mail	
Wi-Fi hampguest	Add Mail Account	>
VPN VPN OFF	Contacts	
Location Services On	Add LDAP Account	>
🙀 Brightness & Wallpaper	Add CardDAV Account	>
Picture Frame	Calendars	
General	Add CalDAV Account	>
Mail, Contacts, Calendars	Add Subscribed Calendar	>
Mafari Safari		
iPod		
Wideo Video		
횑 Photos		
FaceTime		
Notes		
Store		
Apps iBooks		
S Skype		

- 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."

Ca	ncel	New Account	Next
			_
	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 "kmmL0".
  - 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 "kmmL0".
  - Enter your HampNet (Intranet, WebMail, etc.) password. Despite what it says, this is *not* optional.

icel	New Account	Next
Name	Kate MacGregor	
Address	kmacgregor@hampshire.edu	
Description	Hampshire	
Incoming M	ail Server	
Host Name	mail.hampshire.eu	
User Name	kmmLO	
Password	•••••	
Outgoing M	ail Server	
Host Name	smtp.hampshire.edu	
User Name	kmmLO	
Password	•••••	

9. Click "Save."		
Cancel	IMAP	Save
Mail		ON
<b>Notes</b>		ON

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.