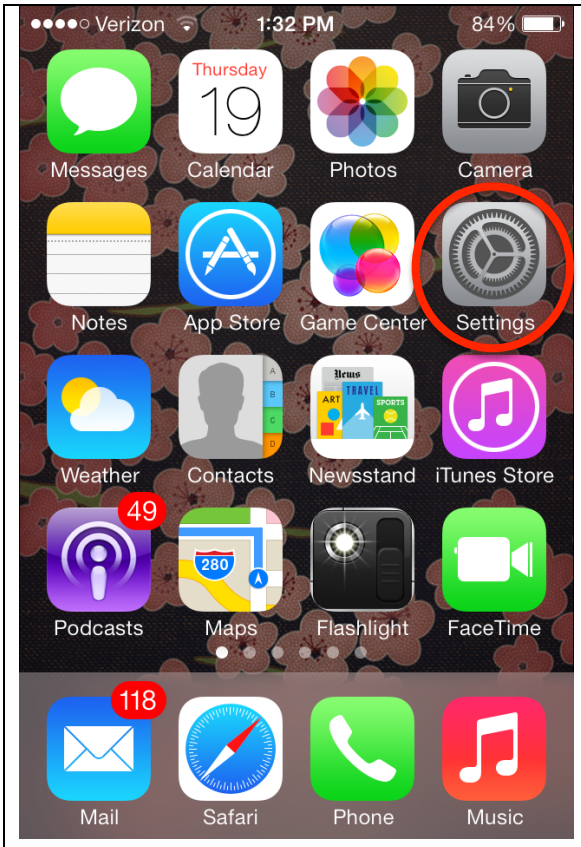
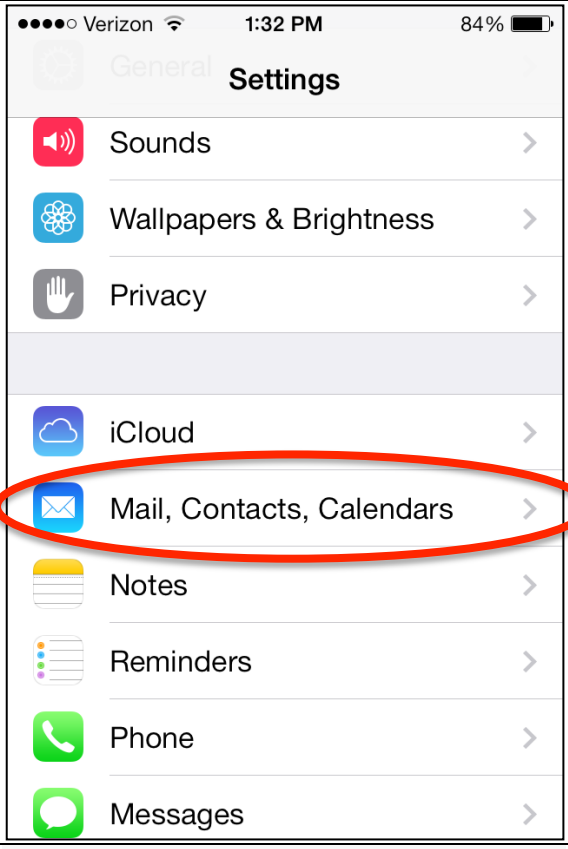
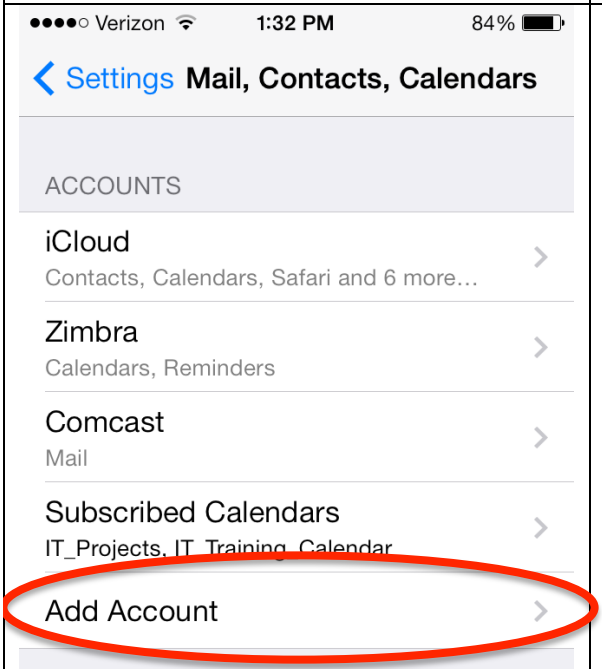


1. From the main IPod Touch or iPhone screen, select "Settings."

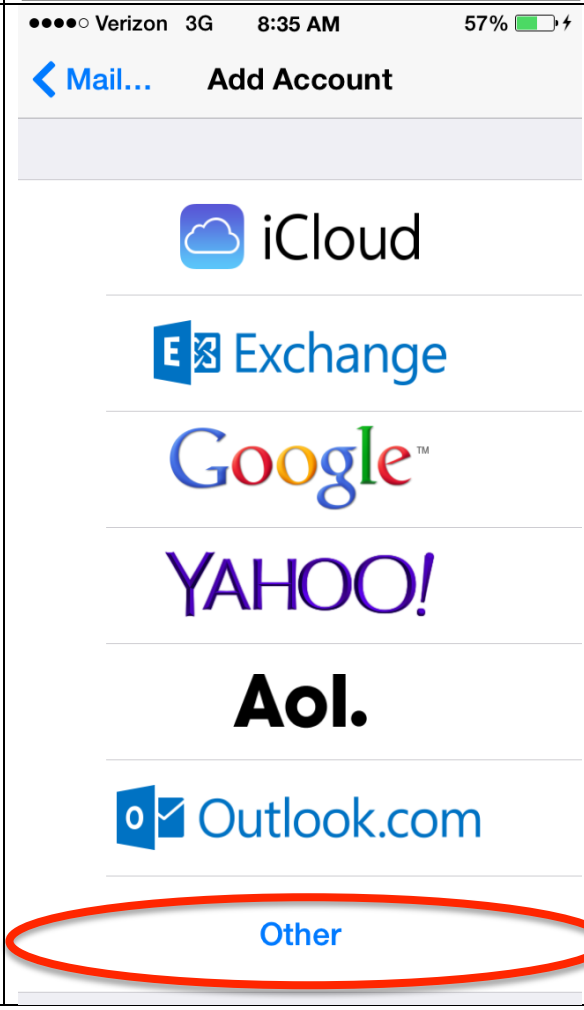
2. Select "Mail, Contacts, Calendars."

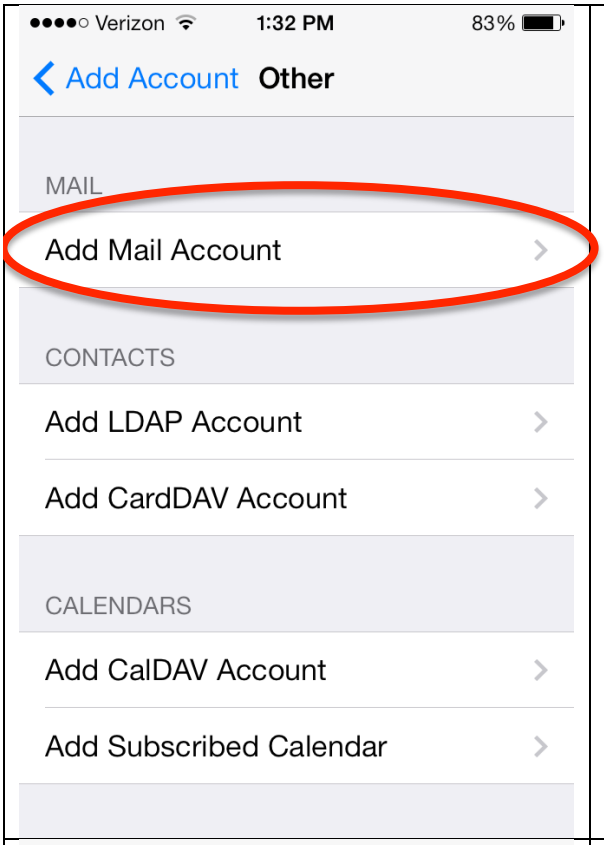




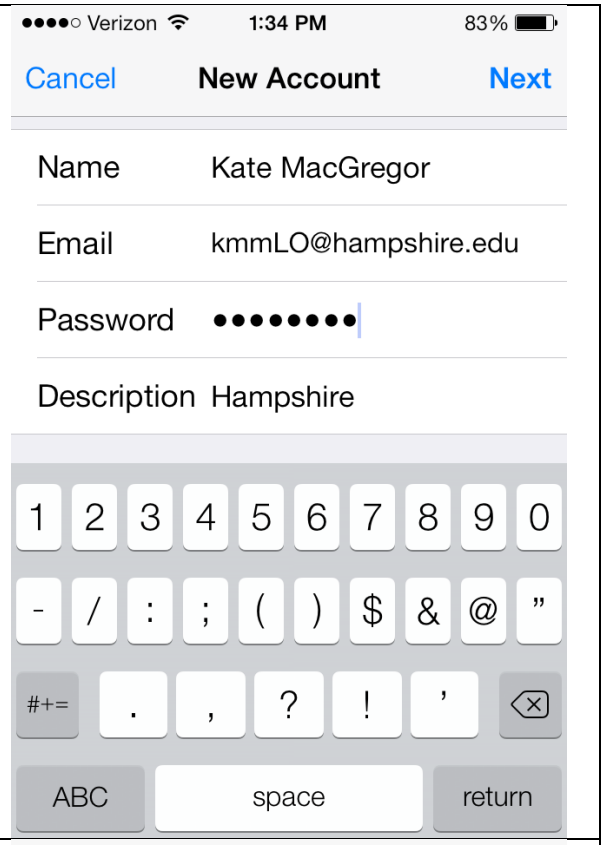
3. If you aren't immediately brought to the Add Account… screen, select Add Account…

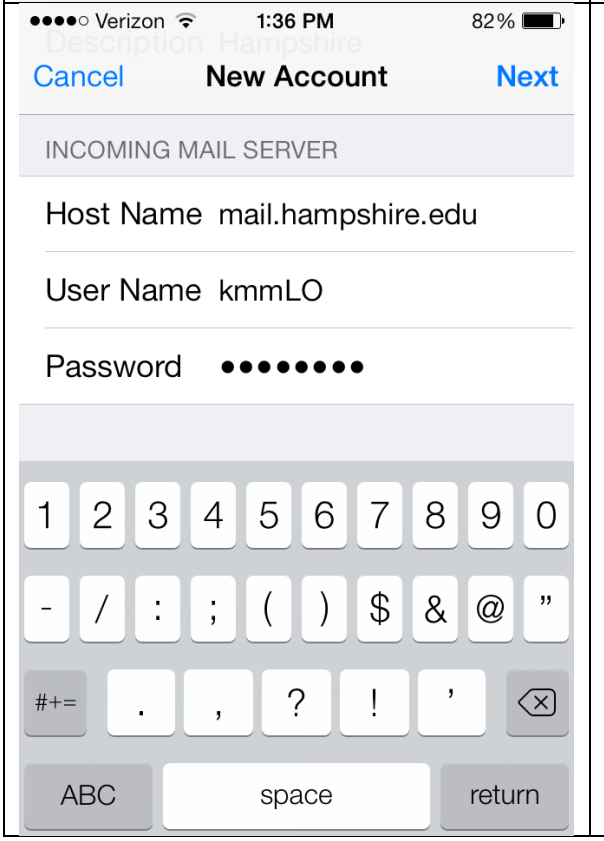
4. Select "Other."



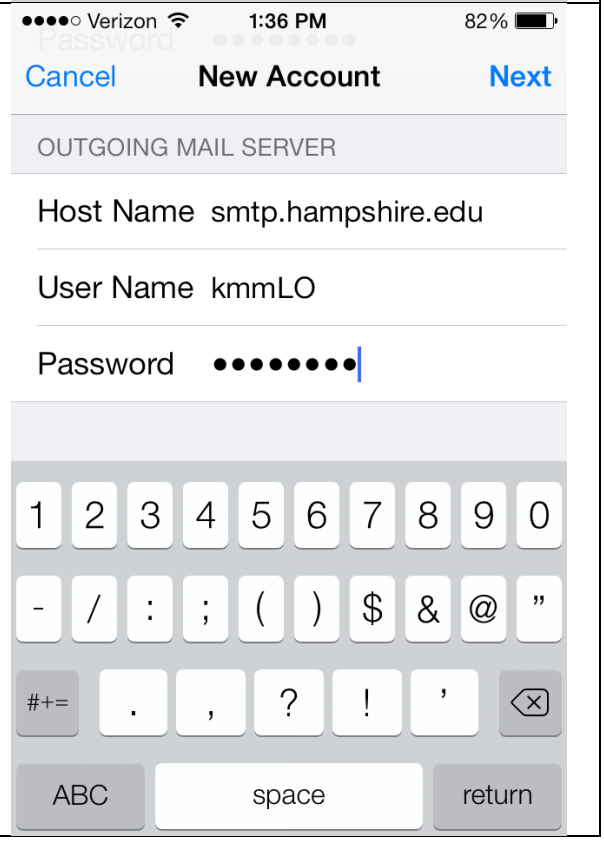


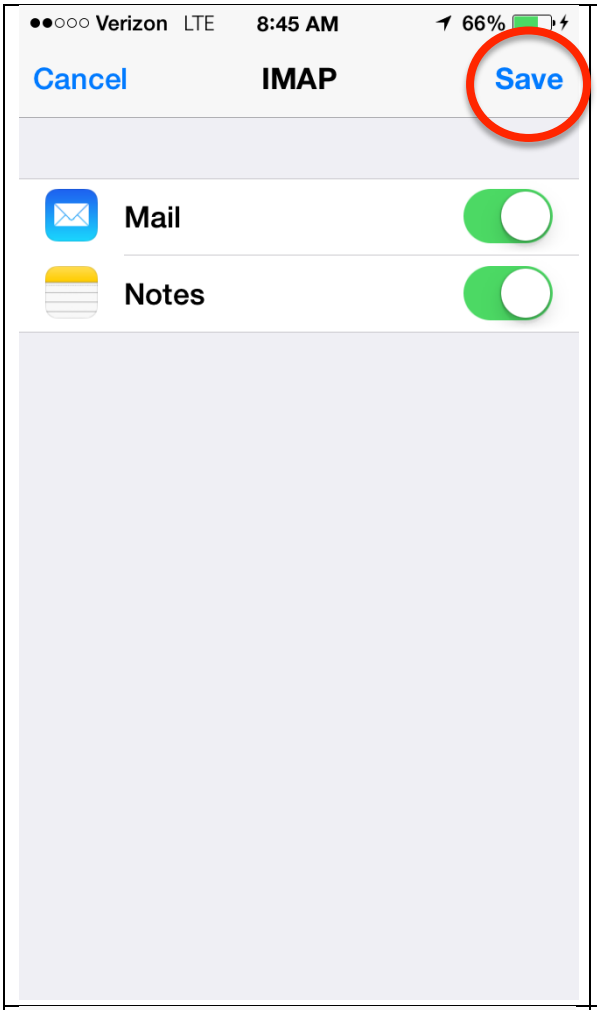
5. Select "Add Mail Account."
6. Enter your name as you like it to appear in the "From" field of emails you send.
7. For Email, enter the reply-to address for email.
8. Password is your HampNet password.
9. Description can be whatever you like (e,g, "Hampshire email").
10. When you've entered these values, press "Next."



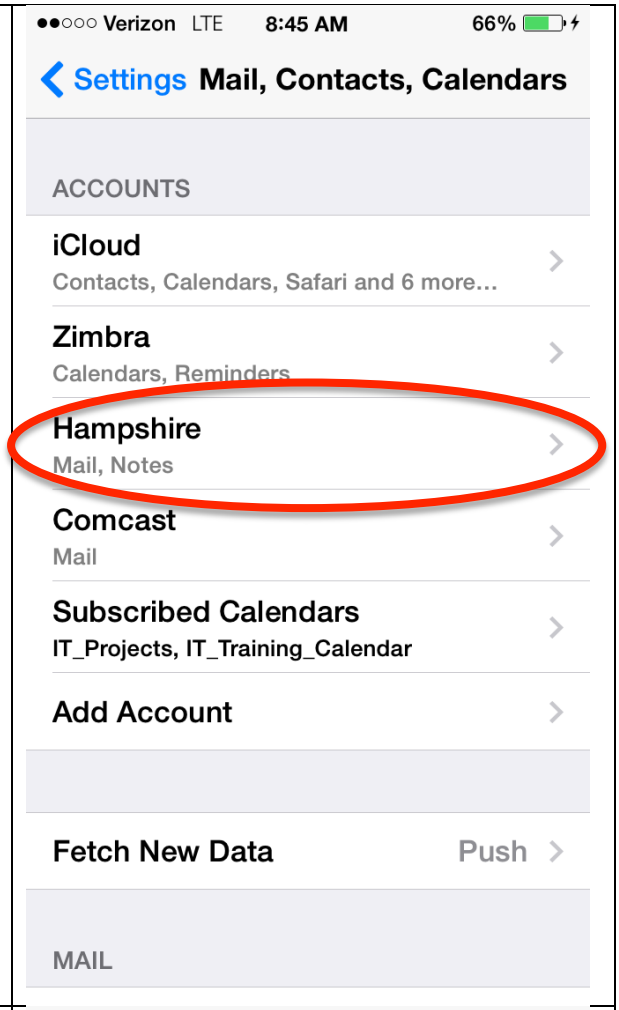


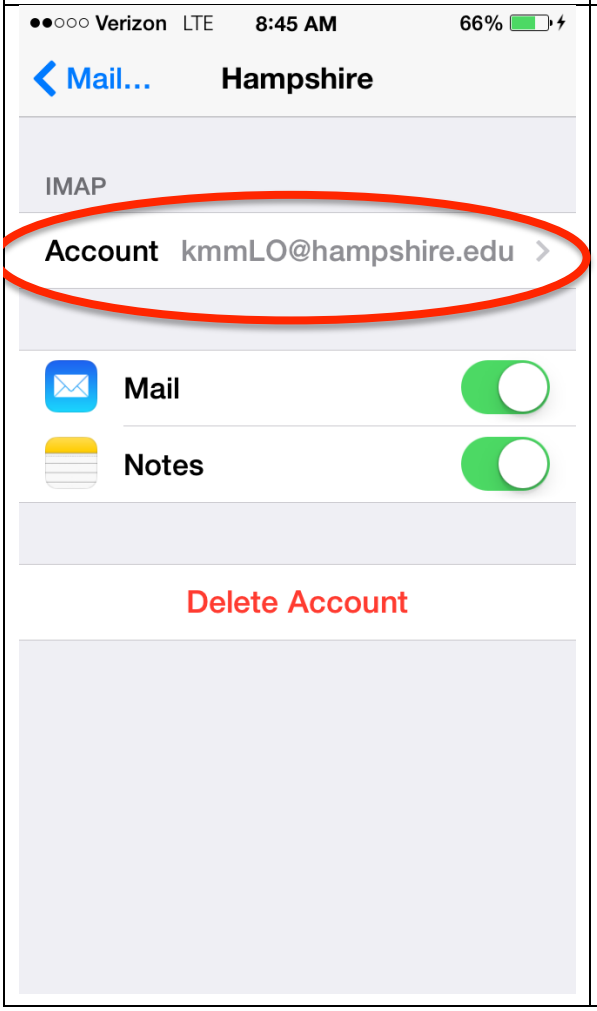
11. Incoming Mail Server Host Name is "mail.hampshire.edu". Enter your HampNet ID for the User Name, and then your password.
12. Scrolling down, for "Outgoing Mail Server," Host Name enter "smtp.hampshire.edu". User Name and Password are both **required** by our server, and should be set to your HampNet ID & password.
13. Click "Next."



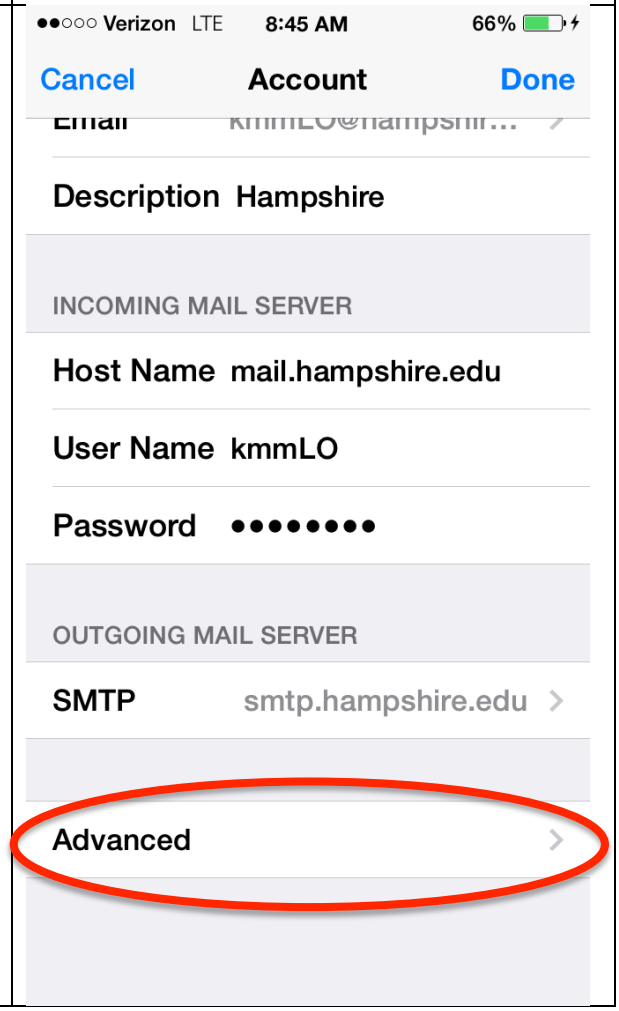


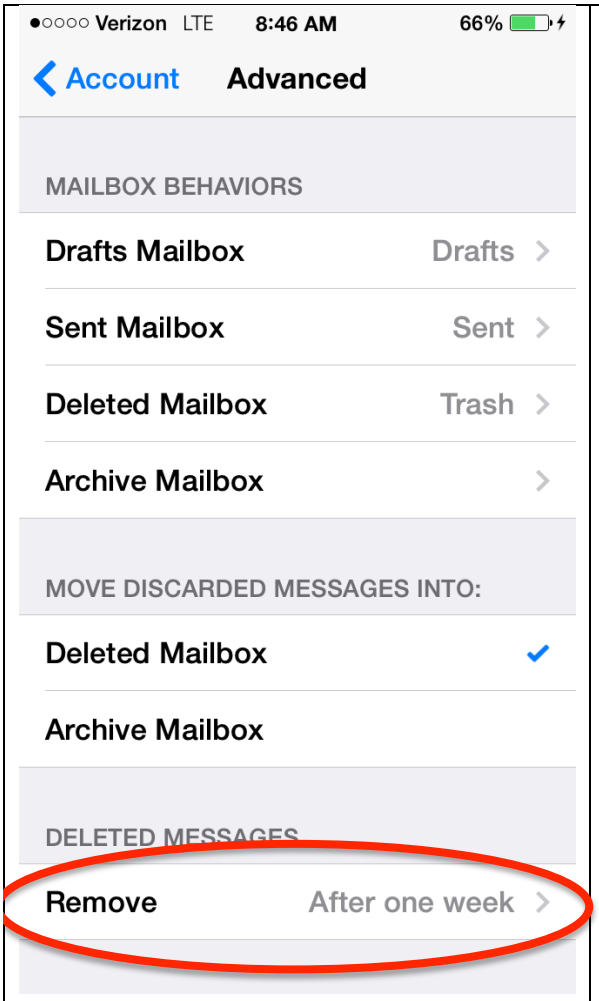
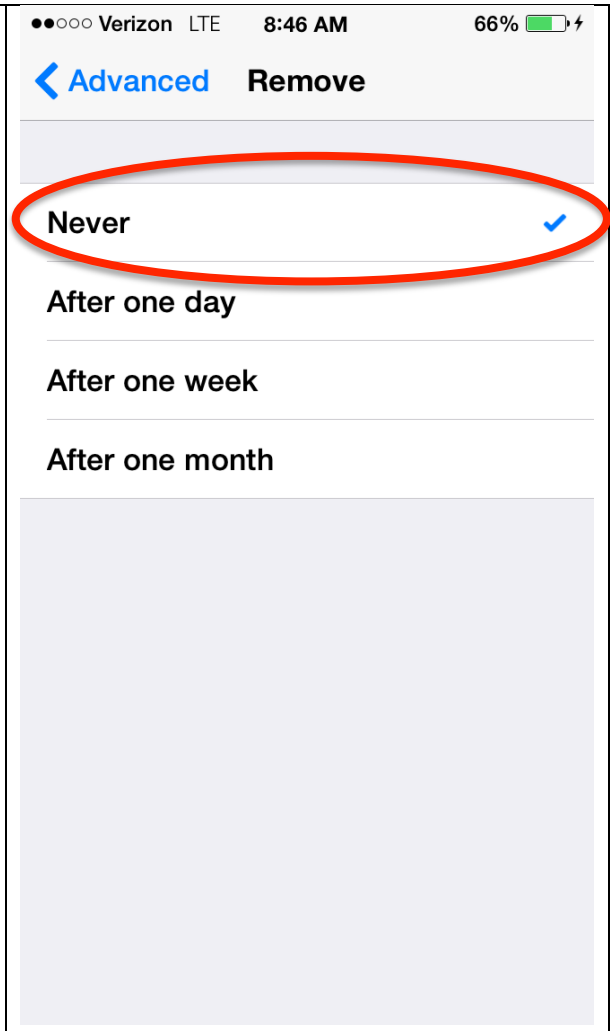
14. If you've entered everything correctly you should see a screen the has Mail & Notes turned on, and you can select "Save." If you've made any entry errors, go back and correct.
15. Back on the Mail, Contacts, Calendars page, select the Hampshire account you just set up.





16. Select the account under "IMAP."
17. Scroll down to "Advanced" and select it.





18. Under "Deleted Messages" select "Remove."
19. Change the setting to "Never"—otherwise it will empty your email trash on the mail server at the selected interval.
20. Back out of the settings, selecting "Advanced," "Account," and "Done."