Adding Email to your iPad or iPhone

Go to Settings (looks like a grey sprocket) and then Mail and then click Add Account and then Select Exchange
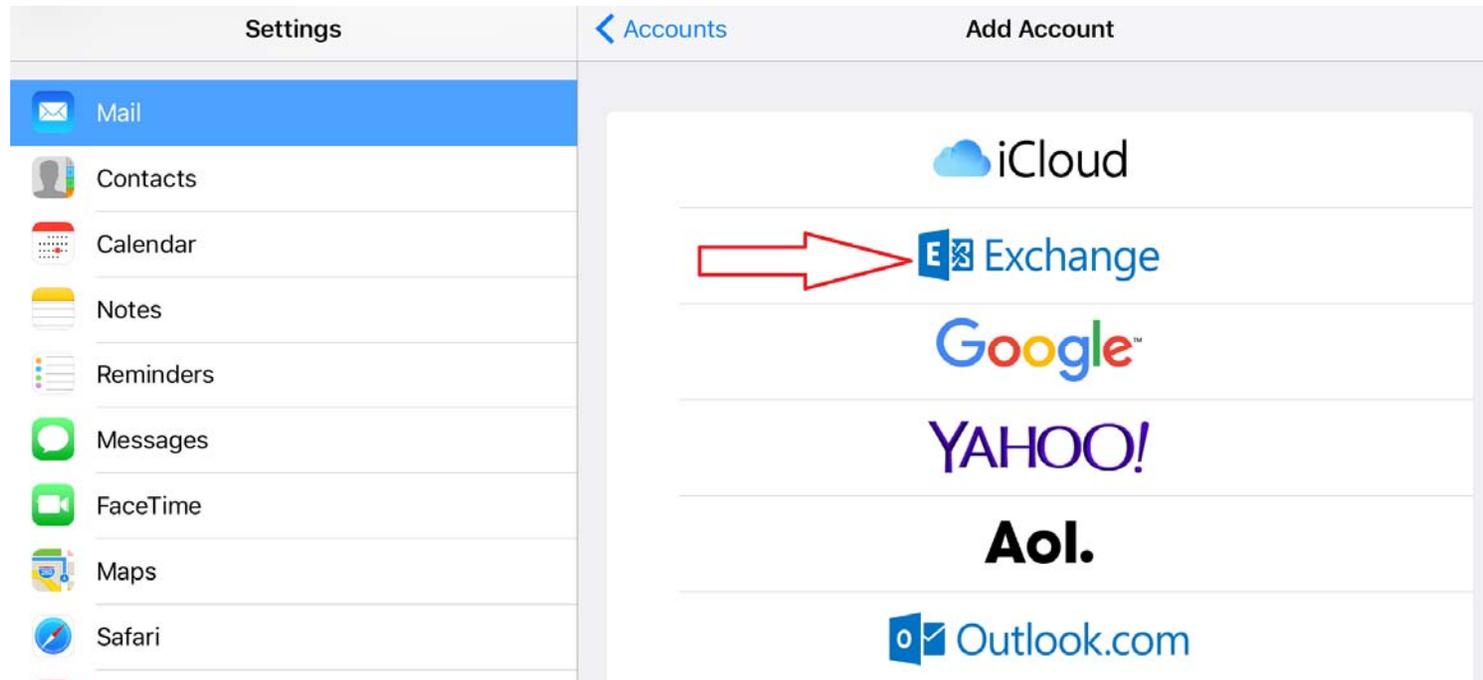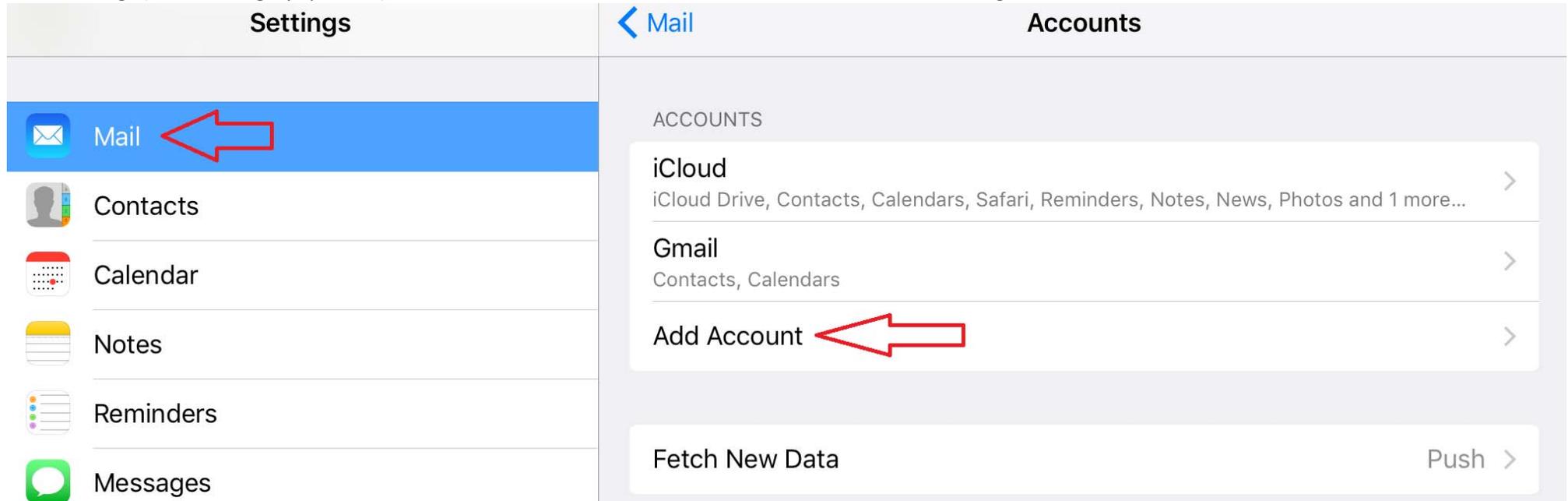
Put your email address in the Email and Username fields. Put webmail.azarthritis.com in the server field. Put your email password in (the same password you use to log into your computer) and then anything you want in the Description (e.g. AARA Email). You can leave the Advanced Settings alone (they should default with "Use SSL). Click Done when you are finished.

Cancel	Account	Done

Email	test@azarthritis.com

Server	webmail.azarthritis.com

Domain	Optional

Username	test@azarthritis.com

Password	••••••••••

Description	AARA email

Advanced Settings	>

‹ Account   Advanced Settings

Use SSL	🟢

MOVE DISCARDED MESSAGES INTO:

Deleted Mailbox	✓

Archive Mailbox	

DRAFTS

Store Drafts on Server	🟢

S/MIME

S/MIME	⚪

Mark the items you want to sync. The Contacts and Calendars items will ask if you want to keep your contacts on your device or delete them. Personally, I would keep them. I often will change the "Mail Days to Sync" to 1 Month but it's up to you how much storage you want this to use on your device.

EXCHANGE

Account	matt.peterson@azarthritis.com >

	Mail	🟢
	Contacts	🟢
	Calendars	🟢
	Reminders	🟢
	Notes	🟢

Mail Days to Sync	1 Month >